

# Scaffolding and weather protection

The correct assembly and use of scaffolding and weather protection is crucial to ensure that the scaffold does not become a risk. When you perform work at Skanska's workplaces, you need to know and follow the following routines. This applies to those who order and use (1st page), as well as those who assemble, change or disassemble scaffolds and weather protection (2nd page).

## For those who order and use scaffolding and weather protection

### When ordering

Purchases of scaffolding and weather protection should always be made according to Skanska's routines. Contact Skanska's production management to get information and access to Skanska's checklist purchasing scaffold. This will help you describe the needs for the purchase.

Weather protection mounted on the scaffold shall be assembled by the same contractor that assembled the scaffold.

If you buy scaffolding in your contract, you are also responsible for control and taking over the scaffold after assembly. You should carry out control/takeover together with the scaffold-contractor and Skanska.

When hiring a scaffolding contractor, you must primarily hire a contractor authorized by the Swedish scaffolding companies' trade association (STIB) and secondarily contractors who are members of STIB.

You need to ensure that the scaffolding contractor you hire complies with Skanska's health and safety requirements for suppliers and subcontractors.

### Inspection and take over scaffolding/weather protection

You who ordered the scaffold, together with the leading fitter and Skanska, carry out joint inspection when the scaffold contractor has carried out their self- inspection.

When the scaffold/weather protection is approved for use, Checklist – Takeover and continuous inspection of scaffolding/weather protection is completed and signed.

### Continuous inspection

The person appointed to carry out the inspection/take over should have experience and competence about rules and Skanska's working methods.

Documented inspections of scaffolds/weather protection should be reflected in the workplace control plan and ensure that:

- no changes are made.
- no damage has occurred or that parts have accidentally come out of position.
- change in conditions is identified, for example, changes in ground conditions.

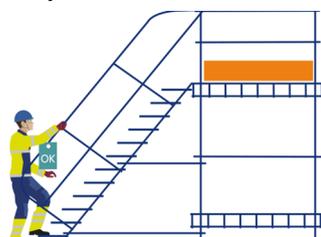
Special solutions such as joints, connection points between different scaffold types and parts of scaffolds/weather protection affected more by the weather may need additional inspection.

During continuous inspection, the already completed Checklist – Takeover and continuous inspection of scaffolding/weather protection for the current scaffold is complemented.

### Special inspection

Special inspection should be carried out when scaffolding/weather protection has been affected by external factors such as extreme weather conditions and fire. The same applies when the scaffold has been unused for a long time.

If the scaffold does not meet the requirements for assembly or use, it shall be closed for use and the approval sign is removed from its holder.



### Safe use of scaffolding:

Only use scaffolds marked with an approval plate. Scaffolds may only be used for the purpose for which they are intended.

Check the permissible load class of the scaffold and the number of booms that may be that may be loaded at the same time (indicated on the sign). Overload is strictly forbidden!

Changes in the scaffold shall be made by qualified personnel. You must not change anything yourself.

The scaffold must always be kept tidy. It is not allowed to store equipment or materials on the rack. Only material for work in progress may be kept on the scaffold.

It is strictly forbidden to:

- climb over the railing or on the outside of the scaffold.
- jump on the scaffolding floor/parts

On scaffold with internal ladder, the hatch should always be closed after entry.

Scaffolding that is not in good condition should not be used. If errors are detected or details are missing, the user should close off the scaffold. The approval sign is removed and Skanska's production management is notified.

### Additional rules for the use of mobile scaffold:

Mobile scaffold should only be used on solid, smooth and horizontal surface.

The wheels must be locked when work is carried out from the scaffold, regardless of the height of the scaffold.

When moving, it is not allowed to stay on the scaffold. Loose material is removed or secured from falling.

Mobile scaffolding may only be moved by hand.

# Scaffolding and weather protection

## For those who assemble, change or disassemble scaffolding and weather protection

### Planning

Take note of the conditions for the work in the checklist purchasing scaffold that you get from the client.

Establish a plan of assembly, use and disassembly of the scaffold.

Carry out a risk assessment as well as pre-task planning that must be communicated to Skanska's production management before works are started.

If necessary, you as a supplier should produce design calculations.

You can contact Skanska's production management for more information and advice.

### Before works are started

- The leading fitter goes through the pre-task planning with the team. Pay attention to any changes.
- The leading fitter should always be in place during assembly and disassembly.
- Assembly instructions and any design calculations must be provided at the workplace.
- The work area around the scaffolding / weather protection is a high risk area and the person who assembles and disassembles should close the area for unauthorized persons.

### When assembling

Prevent fall risks during assembly by making sure that the guardrail is already in place when you reach a higher level. Secondly, personal fall protection equipment is used.

### Skanska's specific requirements for scaffolding

- Four-sided guardrails and footrails
- Internal ladders may only be provided with Skanska's written approval. In this case, the hatches shall be equipped with automatic closing functions.
- Tensile tests of fasteners to the required extent when fastening in facade, but always at least 20% of the total number of fasteners. If attachment is done in different designs, this applies to each construction. The result is reported in the Checklist – Takeover and continuous inspection of scaffolding/weather protection.
- Holders for the scaffold's approval sign must be present at all entry points and it must be clearly stated whether the scaffold may be entered or not.
- HAKI-wood decking are banned.

### Inspection/Takeover

Leading fitter conducts self-inspection that the scaffold/weather protection is assembled according to current requirements, meets the user's needs and is tidy after assembly.

The leading fitter and Skanska together with the user, carry out joint inspection of the scaffold/weather protection.

When the scaffold/weather protection is approved for use the Checklist – Takeover and continuous inspection of scaffolding/ weather protection is completed and signed.

The leading fitter ensures that the approval signs are inserted into the mounted holders.

Only when the scaffold/weather protection is approved for use, it's allowed to open the closed work area.

Conduct continuous inspection. Use and supplement the already completed Checklist – Takeover and continuous inspection of scaffolding/weather protection for the current scaffold. It's important to ensure that:

- That no change has been made.
- No damage has occurred or that parts have accidentally come out of position.
- Change in conditions is identified, for example, changes in ground conditions.
- Collision protection and reflection / lighting are ok

Special inspection should be carried out when scaffolding/ weather protection has been affected by external factors such as extreme weather conditions and fire. The same applies when the scaffold has been unused for a long time.

### When disassembling

Perform a new pre-task planning for the work together with the disassembly-team. When disassembling, handle the material with care, it may never be thrown down.

### Competence

Everyone working with scaffolding must have the appropriate competence, at least "General education about scaffolding".

For mobile scaffolds "Special information" is required. The leading fitter must have at least STIB's scaffolding rate step 1 or equivalent in connection with scaffolding assembly that requires special training.

Certificate of competence must be presented to Skanska.