

Welcome as a supplier to Skanska!

We want healthy and safe workplaces where everyone can thrive and contribute. Skanska's general health and safety requirements for suppliers regulate the supplier's commitment to both contribute to and maintain a good working environment.

The general requirements apply to work being carried out on all Skanska construction sites as well as permanent production facilities. They complement but do not replace existing legislation.



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Note

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

Roles and responsibilities

The collective term "suppliers" refers to all types of suppliers, such as subcontractors, consultants, intermediaries and agents. As a supplier, you should ensure that the methods and principles of Skanska's general health and safety requirements are applied in all parts of your own supply chain.

As an employer, you are responsible for the work environment at your own place of work. You must ensure that both your own and hired staff are informed of and understand the significance of Skanska's health and safety requirements. If necessary, you shall provide translations or an interpreter service in the language that the person understands.

You shall ensure that your own and hired staff:

- Have undergone Skanska's workplace introduction and the construction industry's "Safe Construction Training".
- Have the relevant training and skills.
- Are aware of the risks the work involves and the protective measures that are in force.
- Are aware of Skanska's rules and procedures.
- Carry ID06 cards visibly and follows ID06 rules.
- Participate in workplace meeting forums such as start-up meetings, planning meetings and daily briefings.

As a supplier, you are responsible for ensuring that those who perform work on your behalf follow the working hours, rules and instructions of the workplace. Working hours must not be staggered or accumulated without the permission of Skanska's production management.

Skanska Sweden's general conduct and safety rules

Skanska Sweden's general conduct and safety rules apply to everyone present at Skanska workplaces. As a supplier, you should convey them to your own staff as well as those who perform work on your behalf. You should ensure that persons who have been informed of the conduct and safety rules also understand and follow them so that the workplace is healthy and safe for everyone who works there.

Working for an active safety culture

Skanska wants to create a culture where everyone takes responsibility for their own health and safety as well as that of others. As a supplier, you and your staff are expected to contribute and engage in this work.

We strive to have an open and inclusive working environment where everyone's abilities and experiences are used to full potential. At our workplaces, everyone should be treated well, feel respected and feel they can be themselves at work.

If you suspect an ethical violation or that someone has been subjected to unacceptable behaviour such as harassment or abusive treatment, you should act immediately, primarily by talking to Skanska's production management. If you do not consider this to be

appropriate, you can contact Skanska's Ethical Council instead. Contact information can be found at group.skanska.com/reportconcern

Minors in the workplace

Only persons over the age of 16 are allowed to work at Skanska workplaces. A minor must not carry out work where there is a risk of accident, overstrain or other harmful effects. Prohibited tasks are listed in the health and safety regulations *Minderårigas arbetsmiljö (young peoples' work environment – only available in Swedish)*.

As an employer, you should ensure that underage employees receive an introduction with information about the tasks and their risks and ensure that the minor has understood the information. Work should be carried out under direction and supervision, and you should have procedures in place for how the supervision should be carried out.

Working alone

Working alone shall be avoided as far as possible. If the work still needs to be carried out alone, it must be thoroughly risk assessed and prepared and approved by Skanska's production management. Emergency preparedness shall be arranged so that the person carrying out lone work can quickly receive assistance in the event of illness or accident.

Certain work must never be carried out alone, such as working from lifts, work with personal fall protection equipment or work in confined spaces.

Personal protective equipment

As a supplier, you must provide your staff with individually adapted protective equipment according to risk assessment and Skanska's requirements. You should ensure that personnel use the equipment properly and that it is stored, maintained and inspected on an ongoing basis in order to maintain its protective functions.

The points below describe Skanska's minimum level of personal protective equipment. Ensure that your staff have protective equipment including any work-specific extras.

- Safety helmet with a clasped chin strap according to EN 397.
- Safety goggles according to EN 166.
- Protective gloves.
- Protective footwear with safety soles and protective toecap according to EN 20345.
- High visibility clothing, at least class 1, on the upper part of the body.



If there is a need to deviate from mandatory protective equipment, a permit shall be sought from Skanska's production management. Documented risk assessment shall be included as a basis for such authorisation.

Safety devices

As a supplier, you must ensure that temporary protective devices are set up around the work area if the work to be carried out involves a risk of someone being injured.

Enclosures should consist of a physical barrier such as a gate, fence or, in the case of short-term work, plastic chain. Plastic tape may only be used in emergencies and short-term tasks indoors. Enclosures should always be set up if there is:

- Risk of collision between persons and machinery or vehicles.
- Risk of landslides, basal heave or other unplanned soil changes.
- Risk of falling objects such as during operations that are taking place above each other.
- Risk of being pinched or crushed during lifting operations or loading and unloading.
- Risk of falling.
- Risk of exposure to dangerous substances in the workplace.
- Blasting work.
- Work next to electrical overhead lines.

All openings in joists and ground shall be covered, secured and marked. The material covering the opening must be able to withstand the load to which it may be subjected.

Risk management

As a supplier, you must submit a written risk assessment to Skanska's production management with proposals for measures to adjust the risks that your own work can cause, both for your own staff and for others at the workplace.

Order of priority to eliminate and minimise risks

1. Eliminate the risk at the planning stage.
2. Replace with a less dangerous working method, material or equipment.
3. Limit the source of the risk by insulating, enclosing or other protection.
4. Instructions, training and post hazard warnings.
5. Use of personal protective equipment.

This documentation is an important basis for the construction site's health and safety plan. Please use the checklist: *Supplier's checklist for occupational health and safety risks, assessment and action programs* You can find it at skanska.se/en-us/suppliers/.

Preparations of work

Written work instructions shall always be developed for operations where the following risks can be identified:

- Works included on the list of "special risks" according to the Swedish Work Environment Authority's regulations for construction work.
- Health risks such as dust, noise, vibrations, chemical substances or ergonomic load.
- Work tasks that affect others in time and space through, for example:

- work above or adjacent to other jobs.
- where something is likely to fall on someone or collide with something.
- All types of temporary works structures.
- Third-party safety.
- Works that have a major impact on quality, time and the environment.

Any adaptation or addition to the personal protective equipment, such as extended safety class, cut-resistant gloves, protective goggles and personal fall protection equipment, must be indicated in the work instruction.

As a supplier, you are responsible for ensuring that your own work is planned and documented. At the time of the Start meeting at the latest you must present to Skanska's production management a current plan for work instructions with information about who is responsible, when the preparations of documented work instructions will start and when they will be ready.

Skanska has defined specific health and safety requirements for several risk areas. A list of these can be found on page 7 of this document. Applicable health and safety requirements should be incorporated into the work instructions, which should be drawn up together with staff who will be performing the work. You should also ensure that the results of the work planning are communicated to everybody who will be performing the work. Please use *Supplier's Guide to Work instructions*. You can find it at skanska.se/en-us/suppliers/.

Machinery and vehicles

Machinery used at Skanska workplaces shall comply with the requirements set out in the checklist *Mandatory safety equipment for work machines*. You can find it at skanska.se/en-us/suppliers/

As a supplier, you must ensure that construction equipment, vehicles, equipment and machinery used by your own and hired personnel at Skanska workplaces have been inspected and do not pose health or safety risks. Spill preparedness shall always be available in work machinery and vehicles.

Excavators, wheel loaders, dumpers, concrete pumps, cranes, lifting devices, elevators, lifts and similar equipment shall be inspected according to the prescribed time interval. Equipment with no information of approved inspection may not be used. A certificate of inspection must be presented to Skanska's production management before work begins.

Environment, health and safety inspections

As a supplier, you must carry out environment, health and safety inspection rounds within your own assignment. If necessary, you should also participate in inspection rounds organised by Skanska's production management. Suppliers of machinery and transport services shall carry out daily checks on machinery and vehicles.

Handling of incidents

In the event of an accident or serious incident, immediate measures shall be taken to secure the work area. Before receiving the green light from Skanska's production management, cleaning or removing materials and machines from the work area is not allowed.

Reporting

All accidents, incidents and risk observations shall be reported immediately to Skanska's production management. The number of sick leave days should also be reported if the accident leads to sick leave.

As a supplier, you have employer responsibility for your staff and are therefore responsible for reporting serious accidents and incidents to the Swedish Work Environment Authority without delay. A copy of the notification must be sent to Skanska's production management.

Incident investigation

All accidents and serious incidents shall be investigated. As part of the employer responsibility, you are responsible for ensuring that the investigation is carried out if the incident affects you or your hired staff. Skanska shall be given the opportunity to participate in the investigation. Similarly, you should participate in investigations initiated by Skanska or another supplier at the workplace. Measures arising from an incident investigation shall be taken without delay. All investigations must be documented and archived by both you as a supplier and Skanska

Competence requirements and employer authorisation

As a supplier, you must ensure that the person performing work on your behalf has sufficient competence according to law, contract and specific Skanska requirements, to carry out their work.

Personnel performing tasks requiring special qualifications, such as hot work, crane operators, loader drivers, scaffolders and users of traverse or power cutter, shall verify their competence with written documentation of completed training.

When written permission is required, for example for coupling cargo, using power-driven lifting devices or mobile work platforms, you will as employer have to issue a written permit.



Governing health and safety documents

When planning your work including choice of working method and equipment, it is essential that you consult the following documents.

You can find these requirements and guidelines on skanska.se/en-us/suppliers/.

Governing health and safety documents
Skanska Sweden's Health and Safety Policy
Skanska Sweden's General conduct and safety rules
Supplier's checklist for occupational health and safety risks, assessment and action programs
Supplier's Guide to Work instructions
Skanska Sweden's Alcohol and Drug Policy for suppliers
Specific Skanska health and safety requirements
Working in confined spaces
Working at height <ul style="list-style-type: none">• Mobile work platforms• Personal fall protection equipment• Ladders and trestles• Protective covering of holes and openings• Scaffolding and weather protection
Fire prevention
Vehicle management at worksites
Loading, unloading and handling goods
Mechanical lifting operations
Mandatory safety equipment for work machines
Excavation and trenching
Temporary works structures
Passing vehicle traffic

Supplier documentation requirements

Document	Point in time
Supplier health and safety policy (Applies to companies with more than 10 employees)	To be included in Skanska's prequalification system
Basis for health and safety plan	According to agreement
Work instructions for planned work	According to agreement
Training certificates as needed	Start meeting
Employer's written authorisation as needed	Start meeting
Inspection certificates as needed	Without delay
List Chemical products including safety data sheet (MSDS)	Initial meeting
Minutes from inspections	Without delay
Notification regarding Accident/incident/safety deviation	Without delay

Disciplinary action

Everyone is expected to follow the rules in Skanska Sweden's general supplier work environment requirements and Skanska Sweden's general conduct and safety rules. A breach of the rules can result in both the rejection of staff from the workplace, a fine and, in serious cases, termination of contract. As an employer, you are expected to follow up and take appropriate measures if Skanska's production management alerts you to any breaches.

There is nothing more important than the health and safety for you and others. Bring your heart to work – at Skanska we work safely or not at all!

