

Script for presentation

Why?

- **Be able to follow up** – allows Skanska to easily follow up and ensure that the introduction has been completed. Approved training and introduction are registered in ID06 competence database and in the training platform for Skanska's digital workplace introduction.
- **Enhance the quality of the introduction** – with central control, Skanska ensures the content and scope and that it is always the latest version available.
- **Ensure an acceptable minimum level of knowledge** - by making the introduction available to everyone working at our workplaces, Skanska ensures a minimum level of knowledge before access to the workplace is allowed.
- **Available to everyone at our workplaces, manned and unmanned** – with a digital solution, everyone who works at Skanska's workplaces will be able to take the workplace introduction before arriving at the workplace

How?

- The introduction package consists of three steps and must be completed and approved before access is given to Skanska's workplaces:
- A basic platform containing
 - The Safe Construction Training
 - Validity period of five years.
 - Must be completed and approved before the person comes to the workplace on the first day.
 - The training ensures that everyone has a common basic understanding of the most common risks, as well as knowledge of how they are handled safely.
 - Skanska's digital workplace introduction *Part 1 values and order and safety rules*
 - Period of validity one year
 - Must be completed and approved before the person comes to the workplace on the first day.
 - This is an introduction to Skanska with a focus on our values, order and safety rules, how to act in an emergency and the "care about" culture we strive for.
- Before each new workplace
 - Skanska's digital workplace introduction *Part 2 Your new workplace*
 - Must be taken before each new workplace the person will work at. The workplace advises which workplace introduction is to be taken.
 - Must be completed and approved before the person comes to the workplace on the first day.
 - This is workplace specific and contains facts about the workplace and information about the most important things you need to know in order to stay safe in the workplace, such as work in progress, particular risks, current risks.
 - Arrival
 - On arrival at the workplace, workplace management will review current safety risks, the site layout plan and emergency procedures.
 - There will also be a dialogue with each person in which a number of control questions will be asked to ensure that the person has received and understood the content of Skanska's digital workplace introduction

SKANSKA

Who?

- Everyone who is active at Skanska's workplace sites is covered:
 - Employees including temporary workers
 - Subcontractors and their contracted downstream subcontractors
 - Employers/Customers/Developers
 - Transporters who are active in the process, such as concrete and asphalt vehicle drivers
 - Parallel contractors
- Exempt until further notice are transporters only performing loading and unloading –
 - They must have completed the *Safe Construction Training* and *Skanska's digital workplace introduction part 1 Values and order and safety rules*. They don't need to take *Skanska's digital workplace introduction Part 2 Your new workplace*. These should contact the workplace management for further instructions

When?

The Introduction is mandatory since 1 July 2020 for accessing Skanska's workplaces. If you are a subcontractor who has contracted a subcontractor, you have the obligation to provide the information to them.

How are you affected

Skanska's procedure for introducing Skanska's producing workplaces needs preparation

1. Before each new workplace, you need to inform your employees and those who perform work on your behalf
2. To be able to take the Safe Construction Training and Skanska's digital workplace introduction, a personal e-mail address is required to be used when registering on the training platforms. You need to ensure that your employees as well as your contracted subcontractors' employees have access to a personal e-mail address they can use when registering for the training and introduction.

Your responsibility:

Inform your staff and those who carry out work on their behalf about

- the new procedure and what it means
- the workplace name obtained from workplace management
- access (links) to the introduction (via skanska.se/supplier portal)

Ensure

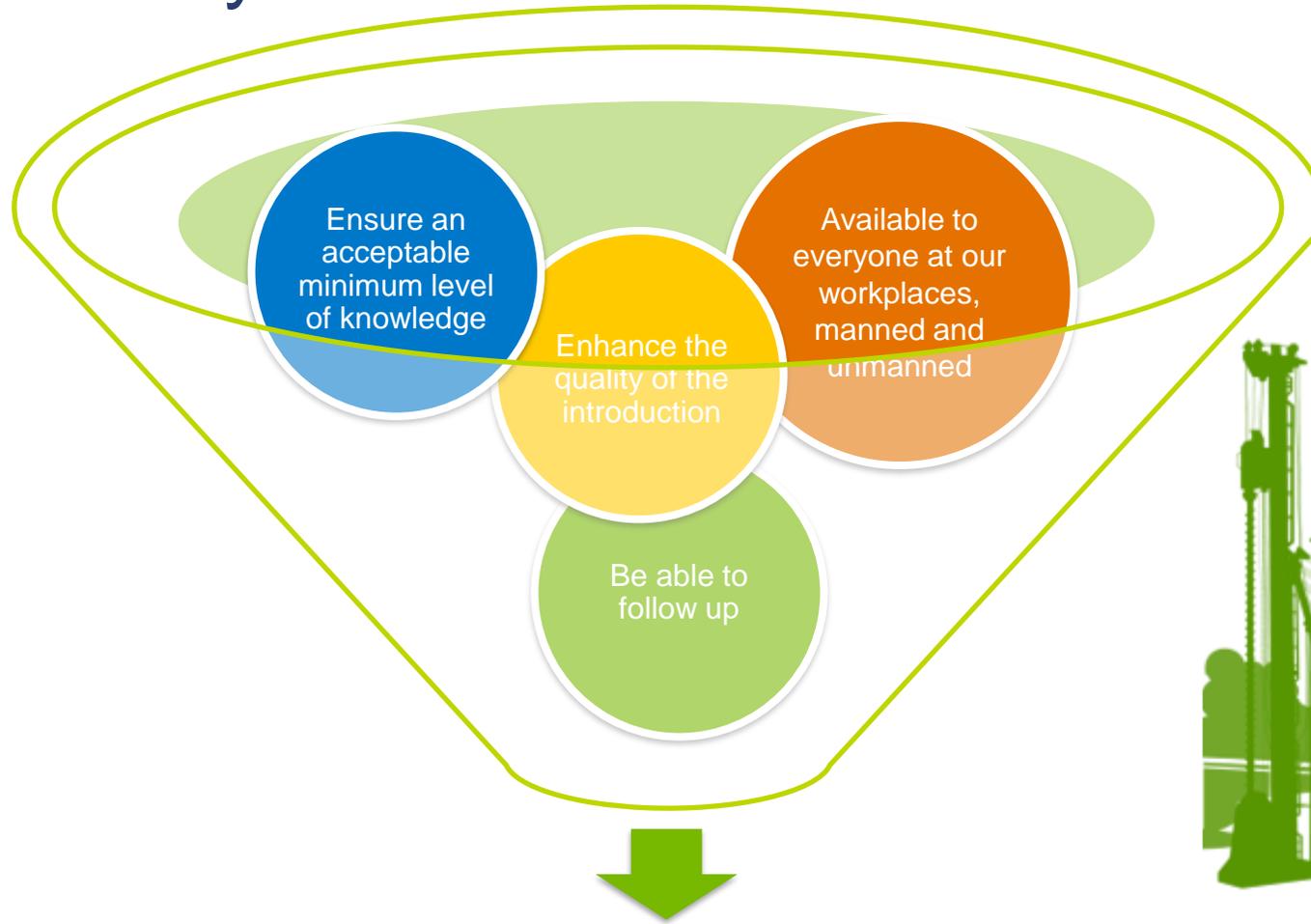
- that the persons affected have access to a personal e-mail address
- that the introduction is completed and is approved for each new workplace
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Acknowledge for group implementation of workplace introduction

- Ensure that the individual shows the acknowledgement to the workplace management



Why



Safe and secure workplaces

How



Who

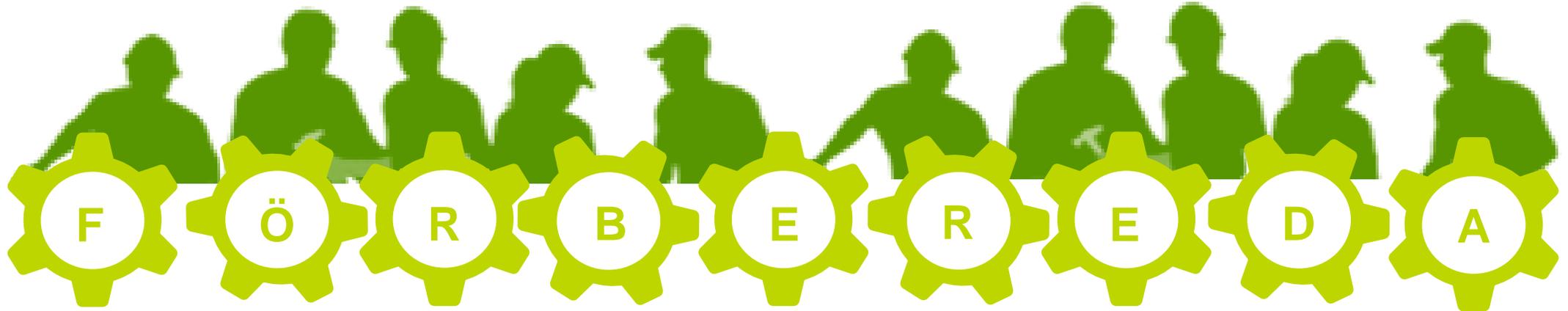
All operating at our construction sites,
mobile workplaces and fixed facilities

Exempt until further notice are
transporters only performing
loading and unloading

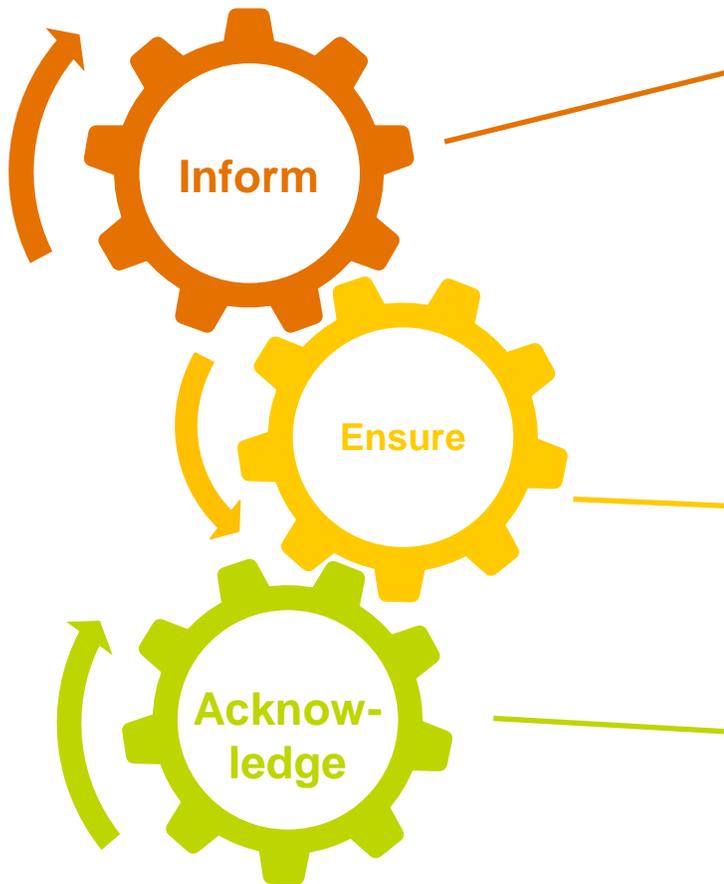


How you are affected

- Skanska's new procedure for introducing Skanska's producing workplaces needs preparation
 - Before each new workplace
 - with your own personnel and those who perform work on their behalf before they come to the workplace
 - We recommend using Firefox or Google Chrome
 - You need to ensure that all interested parties have a personal e-mail address



Your responsibility



your staff and those who carry out work on their behalf about

- the new procedure and what it means
- the workplace name obtained from workplace management
- access (links) to the introduction (via skanska.se/supplier portal)

- that the parties affected have access to a personal e-mail address
- that the introduction is completed and is approved for each new workplace

group implementation of workplace introduction

- Ensure that the individual shows the acknowledgement to the workplace management

For your help

