

Supplier's Guide to Work Instructions

The purpose of Work Instructions is to create fluidity in production by means of those leading and performing a work task going through and planning the work together in advance. With the right conditions and a clear plan for the task, risks can be prevented and the work carried out efficiently, healthily and safely.

When should Work Instructions be done?

Documented Work Instructions must always be drawn up for operations where the following risks can be identified:

- The presence of one of the 13 jobs with special risk according to the Swedish Work Environment Authority's regulations for construction work ¹⁾
- Health risks such as dust, noise, vibrations, chemical substances or ergonomic influences
- 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 constructions
- Third-party safety
- Work tasks that have a major impact on quality, time and the environment.

Organisation and planning

As a supplier, you are responsible for carrying out and documenting Work instructions for your own work. At latest at the start meeting you must present a plan of current Work instructions for Skanska's production management. Planned Work instructions shall also be communicated to and reviewed by Skanska's production management and Bas-U for the workplace. The work may begin once Skanska's production management and Bas-U have given their consent. Do not forget to also go through the Work Instructions with new employees so that everyone is given the right conditions.

With the right conditions and a clear plan for the task we also increase safety.

We work safe or not at all!

Work Instructions should answer the following questions:

- 1) How should the work be carried out and in what order should the tasks be carried out?
- 2) What materials, aids, machinery and equipment are needed?
- 3) What staffing and skills are required to perform the work?
- 4) Are there critical conditions to be met before starting work. If so, what are they?
- 5) What coordination is needed with the Bas-U and other professionals during the work?
 - a) What needs to be done before work begins?
 - b) What risks does our work create for others in the workplace?
 - c) How does our work affect a 3rd party?
 - d) Is any special emergency preparedness required that the workplace needs to know about?
- 6) Are any special authorisations/permits/certifications required ²⁾ for the activity?
- 7) What checks, tests, inspections and interim inspections shall be carried out according to the inspection plan?
- 8) What are the risks involved in the work? How are risks eliminated, reduced or ultimately managed?
 - a) Which alternative working methods, materials or equipment are available? Can we switch to safer ones?
 - b) What kind of protection devices are needed?
 - c) Are barriers needed and if so, where and how should the barriers be erected?
 - d) Is special personal protective equipment needed?
- 9) What environmental requirements apply and how do we deal with them?
 - a) Will chemical products or hazardous substances be handled or generated during the work?
 - b) Is special environmental safeguarding required such as being prepared for spills and leaks?
 - c) How is cleaning and waste disposal managed?
- 10) How is the work handed over to the next operation/profession?
- 11) What needs to be ready before the next task can start?

¹⁾ 13 jobs with special risk according to the Swedish Work Environment Authority's regulations for construction work

1. Work with risk of falls to a lower level where the difference in level is 2 m or more.
2. Work with risk of burial under earth falls or engulfment in loose soil.
3. Work with hazardous chemical or biological substances.
4. Work which exposes the workers to ionising radiation.
5. Work near high voltage power lines.
6. Work with the risk of drowning.
7. Work on wells and tunnels and on underground works.
8. Work carried out underwater with diving equipment.
9. Work carried out in a caisson with a compressed-air atmosphere.
10. Work involving the use of explosives.
11. Work involving the launching, assembly and dismantling of heavy prefabricated components or heavy shuttering elements.
12. Work in a place or area with passing vehicular traffic.
13. Demolition of load-bearing structures or health-endangering materials or substances.

²⁾ Examples of special authorisations/permits/certifications

1. Hot work / Flammable work
2. Permit for access to electrical spaces
3. Authorisation for access to restricted area (e.g. Installation shafts)
4. Work permit for work in enclosed spaces
5. Ladder permit for ladders and trestles
6. Excavation permit
7. Employer's written permission to perform lifting operations
8. Employer's written permit for using fork lift truck
9. Medical examinations and aptitude reports for work with certain allergenic chemical products
10. Work with certain work equipment such as chainsaws and power cutters
11. Education and permits for scaffolding