

Step by step - Navigate in workplace introduction
Version: 1.2



Step by step - Navigate in workplace introduction

The first part addresses our values and General conduct and safety rules. When you have completed Part 1 and been approved, you will move to Part 2 Your workplace, which is a workplace-specific introduction. Part 2 is to be completed before each Skanska workplace you will be working on.

The manual contains:

Navigate in the workplace introduction - step by step

Part 1. Values and conduct and safety rules

Part 2. Your new workplace

Trouble shooting



Navigate in the workplace introduction - step by step

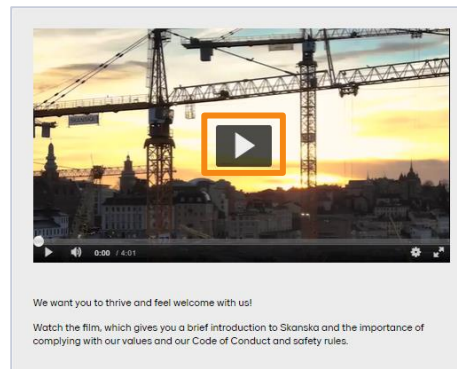
Part 1. Values and conduct and safety rules

To be approved on Part 1, you must go through all sections and confirm that you have read and understood Skanska Sweden's values and the General Conduct and Safety Rules. The validity period of Part 1 is one year from the date you were approved. You will find the validity period under the section **Welcome to Skanska and our workplaces!**

The main principle is to scroll through the introduction, read and understand the texts and click on the boxes that contain additional texts.

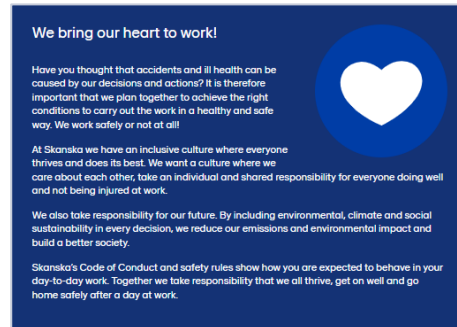
The first step is to watch the movie. You start the movie by clicking the **play button**.

Tip! If you perform the introduction on a cell phone, hold it in the landscape position and the movie screen will be larger.

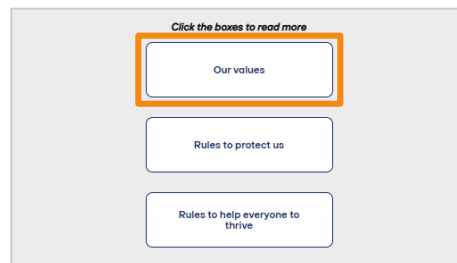


Watch the film, scroll down and read the contents of the section *We bring our heart to work!*

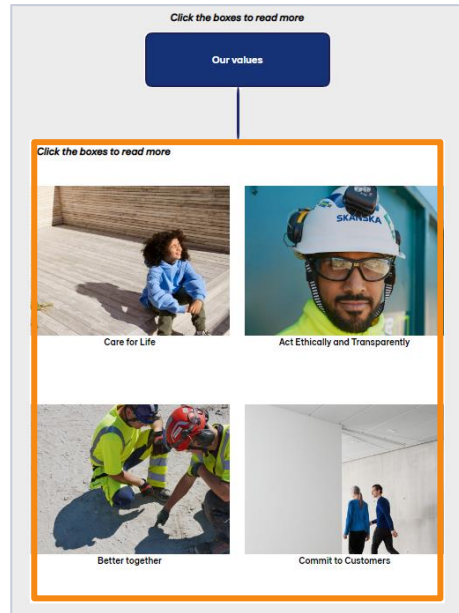
Tip! If you think the text is too small, hold the phone in landscape mode or zoom using your fingers by holding them on the screen and dragging outwards.



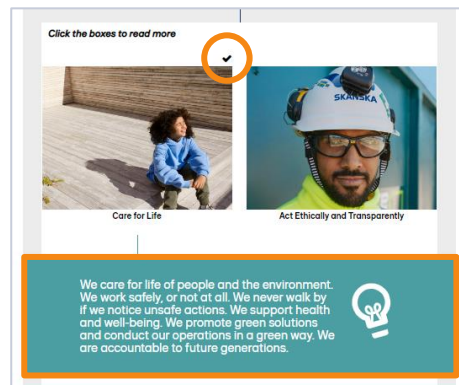
To continue click on the **boxes**.



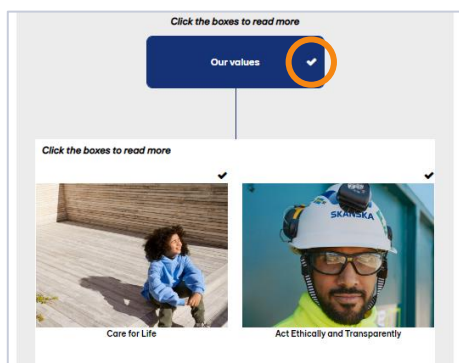
Click on the box *Our values*, four more boxes are folded out. Each box contains one of Skanska's four different values.



Also click on these boxes to view the **content**. When you have read the contents, the box will be marked with a **check mark** in the upper left corner.



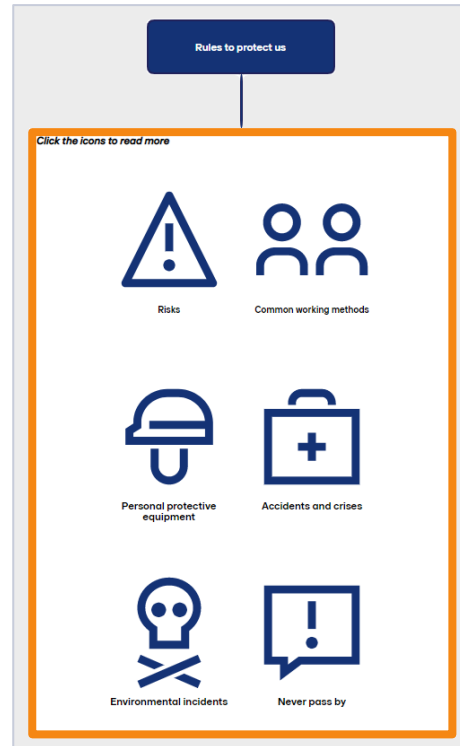
When you have read the contents of all four boxes under *Our values*, the blue box will also be marked with a **check mark**. This check mark indicates that you have completed the section *Our values* and you can scroll on to the following section.



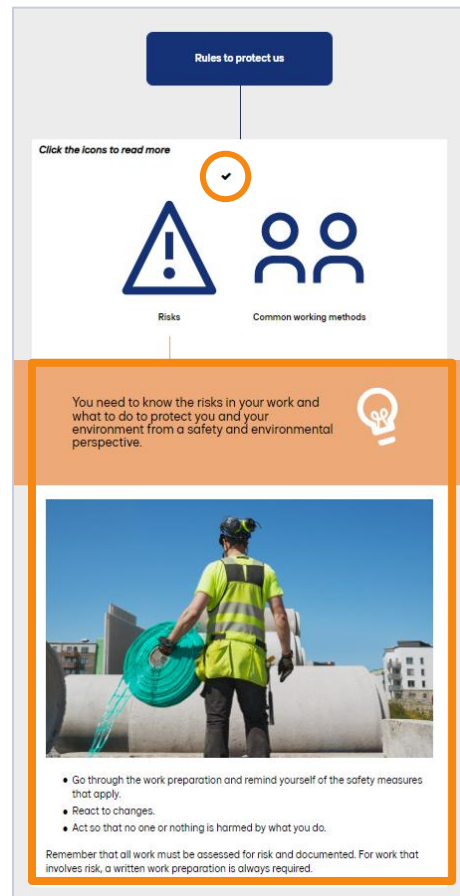
The next step is to go through *Rules to protect us* and *Rules to help everyone to thrive*. These two sections contain General Conduct and Safety Rules. Click on the box **Rules to protect us**.



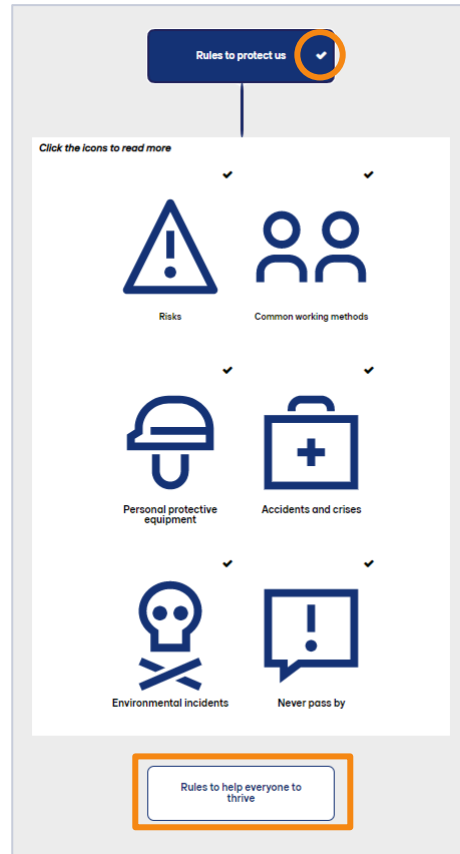
When you click on the box *Rules to protect us*, a number of **icons** dropp down. Each icon contains parts of Skanska's rules of order and protection



Click on the Icons to view the **content**. When you have read the contents, the icon will be marked with a **check mark** in the upper left corner.

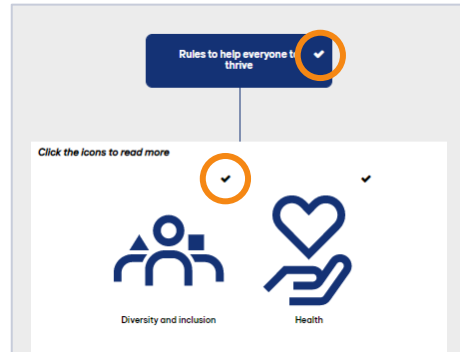


When you have read the contents under all the icons in the section *Rules to protect us*, the blue box will also be marked with a **check mark**. This check mark indicates that you have completed the section *Rules to protect us* and you can scroll on to the following section.

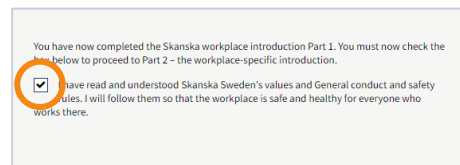


Click on the **box** *Rules to help everyone to thrive*.

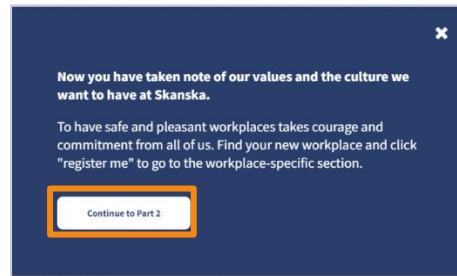
Click through all the icons to read the content and check that all icons and the box are marked with a **check mark**.



When you have gone through all the parts, a receipt text will appear. Read the content before checking the **check box** *I have have read and understood the content*.



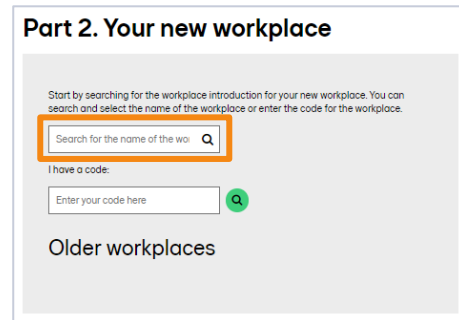
You know you've been approved when a blue Pop-up box becomes visible. If you want to move on to *Part 2. Your new workplace* for completing the introduction for the workplace you will be working on, click on the **box Go on to part 2.**



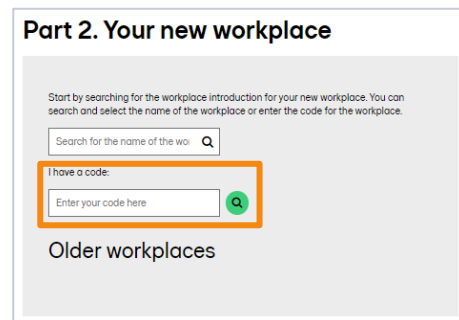
Part 2. Your new workplace

Part 2 Your new workplace must be completed before each new workplace you will be working on. Each workplace is unique and therefore the content will be adapted to the workplace that applies.

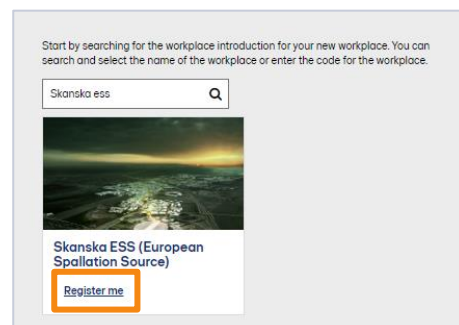
To be able to complete the specific workplace part, search for the workplace by filling in the name of the workplace in the **search field** *Search for the name of the workplace.* That is, the workplace name you have received from either your boss or the workplace management.



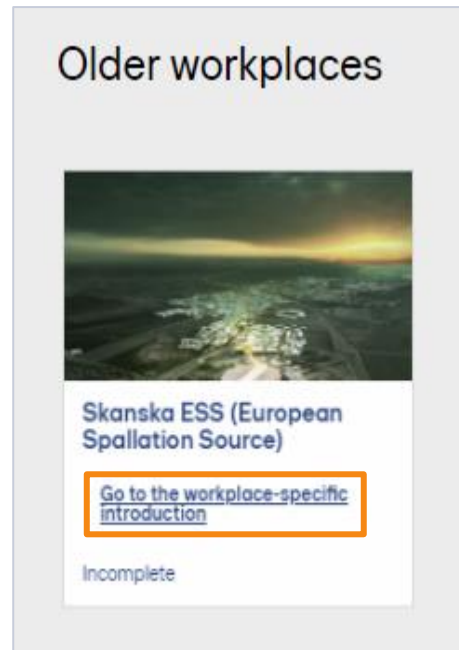
If you have received a code instead of the workplace name, enter it in the **search field / have a code** and click on the **magnifying glass.**



Once you have found your workplace, click on the **link Register me.**

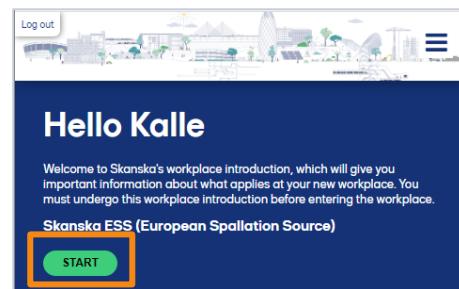


Your workplace is under the heading *Older workplaces*. It will remain there until the day the workplace closes, so you will easily find it if you want to go back to it after you have completed the introduction. To complete the workplace-specific introduction, click on the **link** *Go to the workplace-specific introduction*.



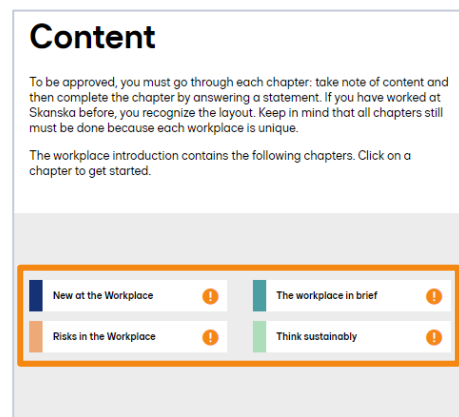
A new tab opens in the browser where you are welcomed. Click the **box** *Start*.

Tip! If you think the text or the images are too small, hold the phone in landscape mode or zoom using your fingers by holding them on the screen and dragging outwards.



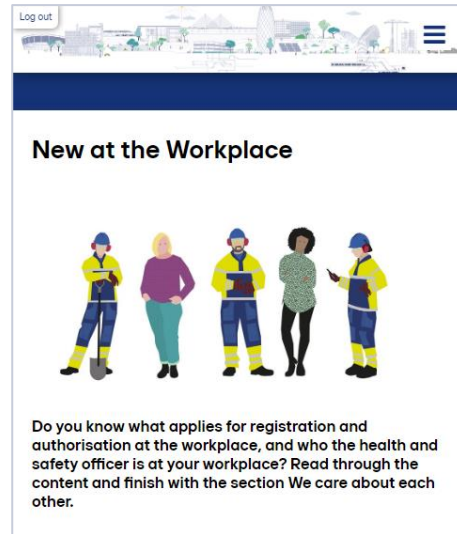
A new field with the content of the Introduction is unfolded. Read the text under the heading *Content*.

Then click on the **Chapter** you want to start with. The orange exclamation mark after each Chapter indicates that you have not completed the chapter in full.

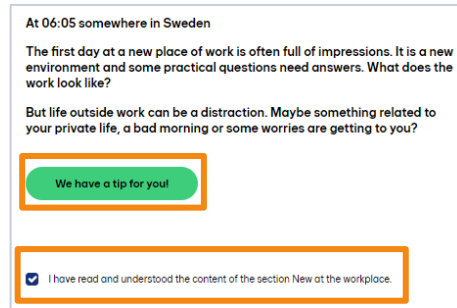


Chapter New at the Workplace

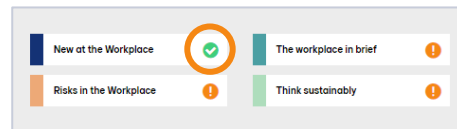
The main principle is that you scroll through the chapter, read and understand the content.



When you get to the last section *We care about each other!*, click on the **box We have tip for you!** and read the contents. Then tick the **box I have read and understood the content...**

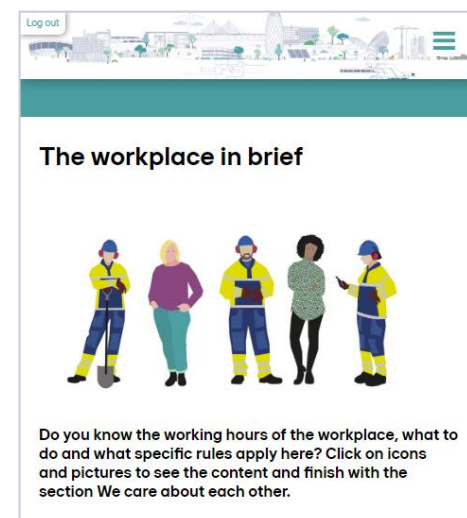


When the exclamation mark after the chapter is changed to a **green check mark**, you are approved and can continue to the next chapter

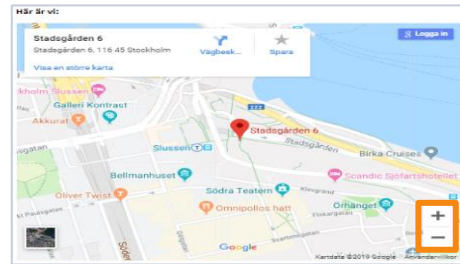


Chapter The Workplace in brief

The main principle is to scroll through the chapter, click on pictures, boxes and icons, and read and understand the content.



In the map mode, you use the plus and minus characters to zoom in and out.



When you click in the yellow box with the heading *Scop of the Project / Scope of workplace / Scope of the contract*, it turns around and you get access to information.

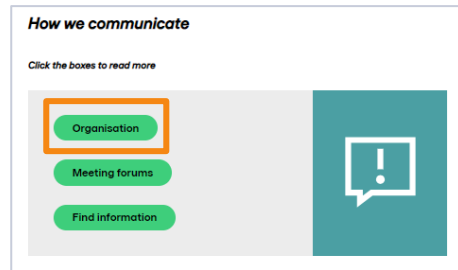


The European Spallation Source is one of the largest science and technology infrastructure projects being built today. The facility design and construction include the most powerful linear proton accelerator ever built, a five-tonne, helium-cooled tungsten target wheel, 22 state-of-the-art neutron instruments and a suite of laboratories.

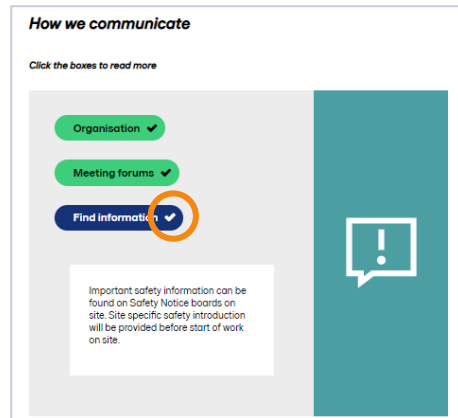
By clicking on the **arrows**, you can scroll through the pictures.



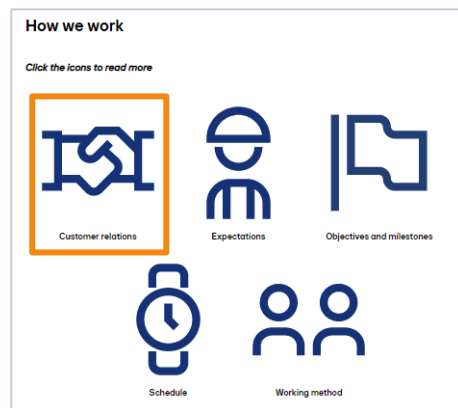
In the section *How we communicate*, click on the **boxes** to access the information.



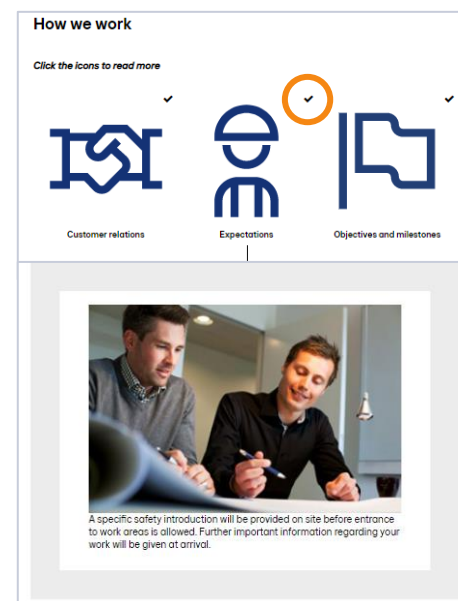
When you have read the content under all the boxes in the section *How we communicate*, the boxes are marked with a **check mark**. The check marks indicate that you have completed the section and you can scroll on to the following sections.



To view the content in the section *How we work*, click on the **icons**.



When you have read the contents under each icon, they will be marked with a **check mark**. The check marks indicate that you have completed the section and you can scroll on to the following sections.



When you get to the last section *We care about each other!*, click on the **box We have tip for you!** and read the contents. Then tick the **box I have read and understood the content...**

At 09:45 somewhere in Sweden

The truck is coming. A person stands and directs. It is a difficult place for trucks to get into... Has the driver received any information about the location? Should I say something?

We have a tip for you

I have taken note of and understood the content of the section The workplace in brief.

New at the Workplace	✓	The workplace in brief	✓
Risks in the Workplace	!	Think sustainably	!

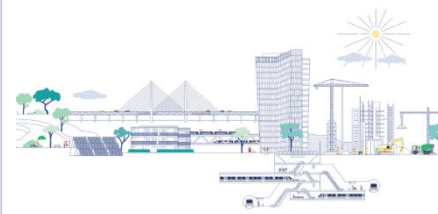
When the exclamation mark after the chapter is changed to a **green check mark**, you are approved and can continue to the next chapter.

Chapter Risks in the Workplace

The main principle is that you scroll through the chapter, click on pictures and boxes, and read and understand the content.

Log out

Risks in the Workplace




Are you aware of what risks there are in the workplace, where they occur and who is the contact person? Click on the risks to see the content and finish with the section *We care about each other*.

To view the content under the section *Risks in the Workplace*, click on the **boxes**.

Risks in the Workplace

To achieve safe, healthy and environmentally safe workplaces, we need help. All work operations shall be risk assessed and action taken so that you or others are not injured. Remember that for all serious work environment risks there shall be written work preparations or other instructions.


You have the right to be involved in the preparations so that you can do your work properly and safely. You and everyone in the workplace need to pay attention to the following risks and common safety measures.



Click the boxes to read more

Lifts	Work in confined spaces	Ladders and trestles
Scaffolding and weather protection	Fire prevention and flammable hot work	
Noise	Dust	Electricity underground and overhead


Each **box** contains information about the risk. By clicking on the Headings *Where does the risk occur?*, *What are the protection and safety measures?* and *Who is the contact person?*, you will have access to additional information about the risk.

Lifts ▾


Did you know that many accidents occur when using lifts?

Accidents involving lifts can cause severe injuries.

- You must have a training and your employer's written permission that shows that you are authorised to use the lift.
- Cherry pickers must be fitted with anti-trapping devices.
- Working alone is not permitted. Ensure that there is a colleague nearby who can lower the lift in case of an emergency.
- You must always use personal fall protection equipment:
 - when using a cherry-picker
 - when using a scissor lift/pillar lift if not all risks of tipping or falling out of the lift have been completely eliminated
 - when working with a chainsaw in the lift regardless of the type of lift.
- Remember that if you need to use fall protection equipment, training is required.



Where does the risk occur?
➤

test

What are the protection and safety measures?
▾


Who is the contact person?
▾

When you have read the contents under each box, they will be marked with a **check mark**. The check marks indicate that you have completed the section and you can scroll on to the following sections.

Risks in the Workplace

To achieve safe, healthy and environmentally safe workplaces, we need help. All work operations shall be risk assessed and action taken so that you or others are not injured. Remember that for all serious work environment risks there shall be written work preparations or other instructions.

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Click the boxes to read more

Lifts ▾
Work in confined spaces ✓
Ladders and trestles ✓

Scaffolding and weather protection ✓

Fire prevention and flammable hot work ✓
Noise ✓
Dust ✓

When you get to the last section *We care about each other!* click on the **box We have tip for you!** and read the contents. Then tick the **box I have read and understood the content...**

At 13.29 somewhere in Sweden

It is the last day before stage 3 should be completed. Most things are in place and it is soon time to go home. A truck comes in. What, a delivery now? Who is going to unload it? The mobile crane operator has gone home, and unloading is done with the aid of the truck's crane, which is not OK.

We have a tip for you!

- I have taken note of the risks found in the workplace and will be aware of the risks and work on protective measures.
- I have noted that I must myself ensure that I get a review of the site layout plan and potential risks before I go into the workplace

New at the Workplace
✓

The workplace in brief
✓

Risks in the Workplace
✓

Think sustainably
!

When the exclamation mark after the chapter is changed to a **green check mark**, you are approved and can continue to the next chapter.

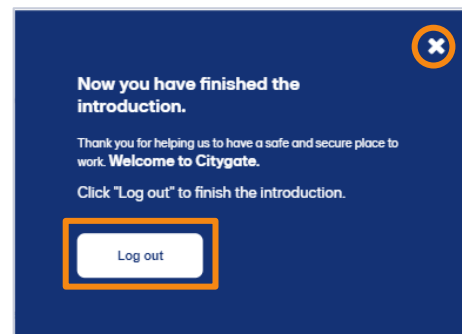
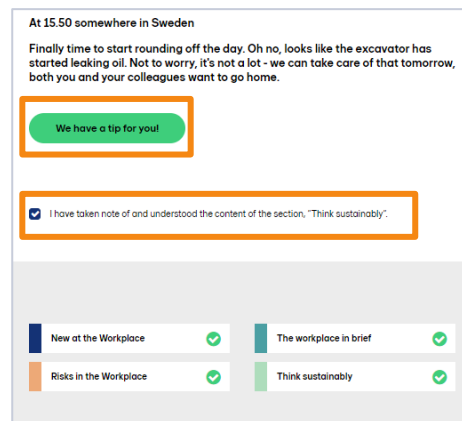
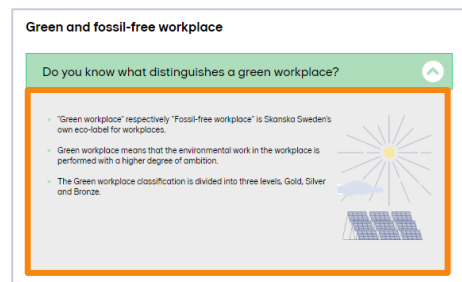
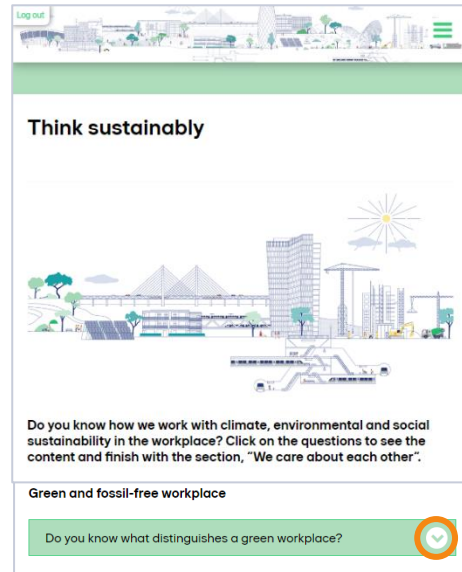
Chapter Think sustainably

The main principle is that you scroll forward in the chapter, click on the **green fields with a white arrow** on the right side. These fields are not available in all Workplace Introductions.

When you click on the green fields with an arrow in, **additional content** unfolds. Read the content and then scroll on.

When you get to the last section *We care about each other!* click on the **box We have tip for you!** and read the contents. Then tick the **box I have read and understood the content...**

When you have gone through the entire introduction with approved results, a Pop-up box will appear confirming that you are ready and approved. From this box you can choose to log out by clicking on the **box Log out** or return to the introduction by clicking on **X** in the upper right corner.



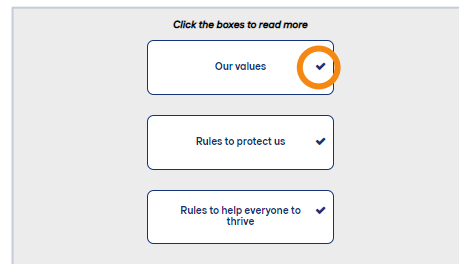
Trouble shooting

Part 1. Values and conduct and safety rules

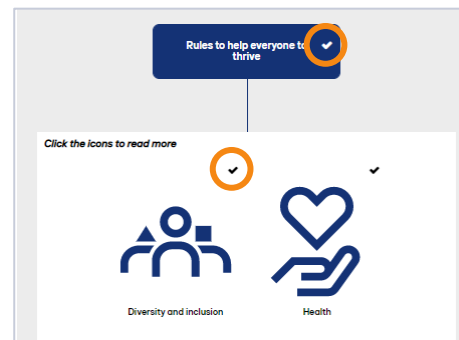
I can not move on to *Part 2 Your new workplace*, what am I doing wrong?

To proceed to Part 2 Your new workplace, you must have gone through all three chapters, *Our values*, *Rules for protecting us* and *Rules to help everyone to thrive*, and all the sections under each chapter. You also need to confirm that you have read and understood the content.

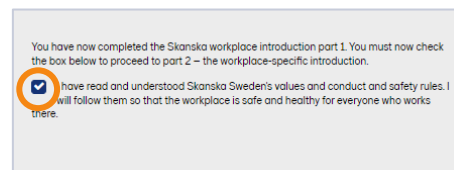
1. Check that all chapters are marked with a check mark in the upper right corner.



2. If the chapter is not marked with a check mark, make sure that the sections below the chapter are marked with a check mark. If a check mark is missing on the icon, it indicates that you have not completed the section.



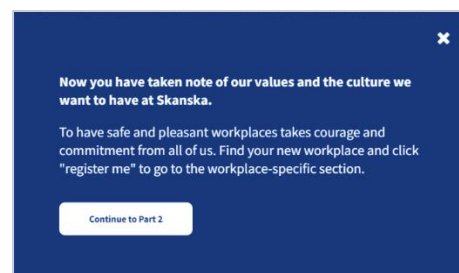
3. If all chapters and sections have a check mark, make sure you ticked the receipt that comes up at the bottom when you have finished all the sections and chapters.



4. If you still not can move on to *Part 2 Your new workplace*, contact Skanska's Service Desk tel. No. +46 77-125 00 25.

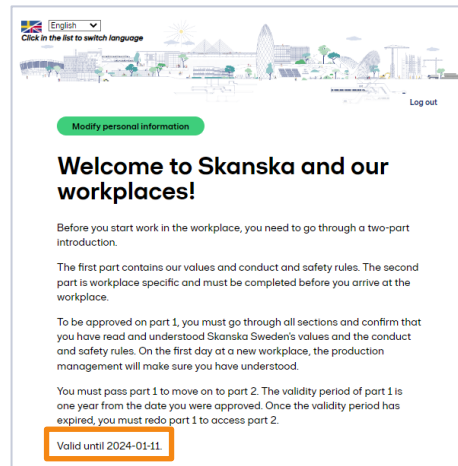
How do I know I'm done with Part 1 Values and conduct and safety rules?

When you have completed part 1 and are approved, a blue pop-up box will appear.



How do I know when the validity period of Skanska's workplace introduction *Part 1 Values and conduct and safety rules* expires?

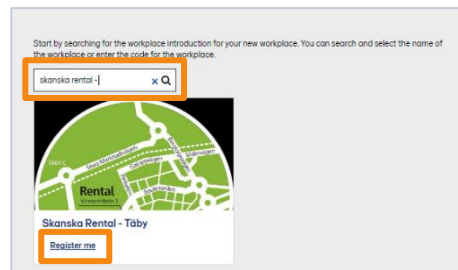
At the bottom of the body text belonging to the Introduction to the workplace introduction, will you find the date when the validity period expires?



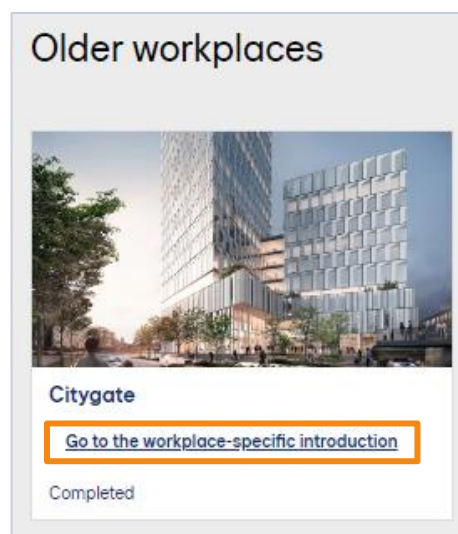
Part 2. Your new Workplace

How do i find the specific workplace introduction i need to do in *Part 2 Your new workplace*?

1. If you have the name of the Workplace:
 - 1.1. Enter the name of the workplace you have received from work management in the search field.
 - 1.2. When you have found your workplace, click on *Register me*.
 - 1.3. 1.3. If you cannot find your workplace, contact your workplace management for assistance.



- 1.4. If you have already registered, it will end up under the heading *Older Workplaces*. Click on the link **Go to the workplace-specific introduction** to start the introduction.



- If you have a code:
Enter the code in the **search field / have a code** and click on the **magnifying glass** next to the search field. Then follow the steps from point 1.2 above.

Part 2. Your new workplace

Start by searching for the workplace introduction for your new workplace. You can search and select the name of the workplace or enter the code for the workplace.

Search for the name of the workplace

I have a code:

Older workplaces

What do I do if I get a message with the text *Unfortunately couldn't find any workplace introduction with that name* or *Unfortunately couldn't find any workplace introduction with that code* when I search for the workplace with the name of the workplace or with a code?

Contact the workplace management for help and ensure that you have received the correct information.

Start by searching for the workplace introduction for your new workplace. You can search and select the name of the workplace or enter the code for the workplace.

grip

Unfortunately we couldn't find any workplace introduction with that name.

I have a code:

Unfortunately we couldn't find any workplace introduction with that code.

How do I know I'm done and approved with *Part 2 Your New Workplace*?

When you have completed part 2 and are approved, a blue pop-up box will appear.

Now you have finished the introduction.

Thank you for helping us to have a safe and secure place to work. **Welcome to Rödabergsskolan**

Click "Log out" to finish the introduction.

I will not be approved on part 2 Your new workplace, what am I doing wrong?


- Check that all chapters are marked with a **green check mark** on the right side. If a chapter is marked with an **orange exclamation mark**, it indicates that you have not fully completed the chapter. The chapter list can be found at the bottom of each chapter.

New at the Workplace	<input checked="" type="checkbox"/>	The workplace in brief	<input checked="" type="checkbox"/>
Risks in the Workplace	<input checked="" type="checkbox"/>	Think sustainably	<input type="checkbox"/>


3. If the chapter is marked with an orange exclamation mark, check that all sections under the chapter are marked with a check mark. If a check mark next to the icon or box is missing, it indicates that you have not completed the section.

How we work

Click the icons to read more



Customer relations Expectations Objectives and milestones



A specific safety introduction will be provided on site before entrance to work areas is allowed. Further important information regarding your work will be given at arrival.

4. If all chapters and sections have a check mark, make sure you ticked the receipt that comes up at the bottom when you have finished all the sections and chapters.

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5. If you are still not approved, contact Skanska's Service Desk tel. No. +46 77-125 00 25.