

## 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.

<b>Roles and responsibilities</b> .....	2
<b>Skanska Sweden's general conduct and safety rules</b> .....	2
<b>Working for an active safety culture</b> .....	2
<b>Minors in the workplace</b> .....	3
<b>Working alone</b> .....	3
<b>Personal protective equipment</b> .....	3
<b>Safety devices</b> .....	4
<b>Risk management</b> .....	4
Clearance for starting work on construction site .....	5
<b>Preparations of work</b> .....	5
<b>Machinery and vehicles</b> .....	6
<b>Environment, health and safety inspections</b> .....	6
<b>Handling of incidents</b> .....	6
Reporting .....	6
Incident investigation .....	7
<b>Competence requirements and employer authorisation</b> .....	7
<b>Governing health and safety documents</b> .....	8
<b>Supplier documentation requirements</b> .....	8
<b>Disciplinary action</b> .....	9

**Note**

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

Skanska Sweden

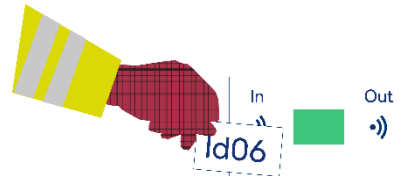
## Roles and responsibilities

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". Approved results for the safety training are verified on your first arrival at the workplace, by being registered in the ID06 Competence database.
- 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](http://group.skanska.com/reportconcern)

Skanska Sweden

## 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.



Skanska Sweden

## Safety devices

As a supplier, you must ensure that your personnel follow given regulations and use the protective devices needed to prevent ill-health and accidents. Checking that the required safety devices are working, when using machinery or other equipment must be carried out before starting work.

A safety device may only be removed after risk assessment/work preparation and special approval from Skanska's production management. Whoever removes the safety device is obliged to restore it.

## Enclosures

As a supplier, you must ensure that temporary enclosures 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.

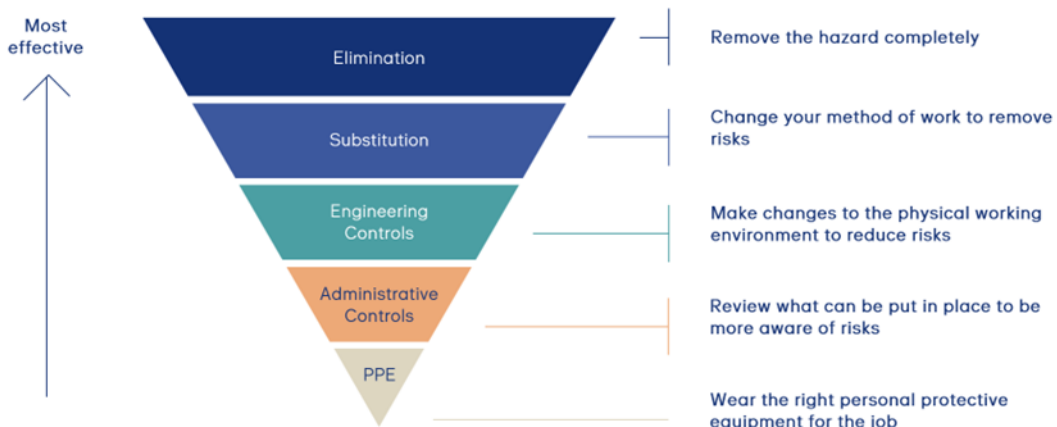
## Risk management

As a supplier, you must submit a written risk assessment to Skanska's production management with proposals for measures to mitigate the risks that your own work can cause, both for your own staff and for others at the workplace. Your risk assessment should also include whether the work environment risks can be addressed through coordination. Your risk assessment must be kept up to date and adapted in the event of changing conditions. To prevent occupational health and safety risks, the basic principles of risk management must be used.

### Basic principles of risk management

1. Identify and avoid risks
2. Assess unavoidable risks
3. Manage risks by selecting actions based on the steps in the action staircase (Hierarchy of control), from most to least effective.

## Hierarchy of control



The documentation with your written risk assessment is an important basis for the workplace's work environment plan or equivalent. Use the Checklist work environment risks assessment and action plan for contractor. You can find this at [skanska.se/en-us/suppliers/](https://skanska.se/en-us/suppliers/).

If you have been engaged as a project designer in one of Skanska's construction projects (architect, designer or otherwise involved in planning and project planning), you must, within the framework of your assignment, design so that the above-mentioned basic principles for risk management are followed. The basic principles must be used to prevent work environment risks in both the construction and use phases. You must provide written documentation to Bas-P with possible solutions and proposals for measures for the serious work environment risks that remain. The written proposals for action are an important basis for the construction project's work environment plan.

### Clearance for starting work on construction site

If you have been engaged at one of Skanska's construction sites, you must ensure that clearance has been obtained from Bas-U before you begin work. Before clearance can be given, the documentation with your written risk assessment must be submitted.

## 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.

Skanska Sweden

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.

As a supplier, you are responsible for work preparation for your own work being carried out together with those who will carry out the work. When Skanska's production management and Bas-U have reviewed the work preparations and given their consent, the work can begin.

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. Use Supplier's Guide to Work instructions. You can find it at [skanska.se/en-us/suppliers/](https://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/](https://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.

Skanska Sweden

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 being registered in the ID06 Competence database or with written documentation of completed training. For information about what training requires registration in the ID06 Competence database, see [skanska.se/en-us/suppliers/](https://skanska.se/en-us/suppliers/)

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.

If you have been engaged as a project designer on one of Skanska's construction projects (architect, designer or otherwise involved in planning and project design), you must be able to show that you have sufficient skills and experience to prevent the work environment risks that can be assumed to occur in the construction and use phases.





Skanska Sweden

## 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/](https://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"> <li>• Mobile work platforms</li> <li>• Personal fall protection equipment</li> <li>• Ladders and trestles</li> <li>• Protective covering of holes and openings</li> <li>• Scaffolding and weather protection</li> </ul>
Management of vehicles on site
Fire prevention
Electrical safety in the worksite
Loading, unloading and handling goods
Lockout - tagout
Overhead & underground services
Mechanical lifting operations
Mandatory safety equipment for work machines
Excavation and trenching
Temporary works structures
Passing vehicle traffic
Work equipment – Hand held machinery and tools
Dusty work

## Supplier documentation requirements

Handling	Tidpunkt
Supplier health and safety policy (Applies to companies with more than 10 employees)	To be included in Skanska's prequalification system
Checklist work environment risks assessment and action plan for contractor	Start meeting
Work preparation plan	Start meeting
Training certificates as needed	Start meeting
Employer's written authorisation as needed	Start meeting
Inventory of lifting requirements	Start meeting
Inspection certificates as needed	Without delay
List Chemical products including safety data sheet (MSDS)	Start meeting
Minutes from inspections	Without delay
Notification regarding Accident/incident/safety deviation	Without delay



Skanska Sweden

## 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!*