

# Checklist

## work environment risks assessment and action plan for contractor

Skanska Sverige

### Information about work environment risks prior to starting work

Before the first work at the workplace can begin, the contractor must report written information about the work environment risks that their own work may cause and planned measures with the help of this document.

At the construction site, the contractor submits this information to Skanska's production management and Bas-U. The documentation, together with the Contract of Agreement, where applicable, will then be the basis for the project's work environment plan and Bas-U's Clearance for starting work in accordance with the requirements of AFS 2023:3 and AFS 2023:13.

At a fixed facility or permanent office, the contractor submits this information to the responsible manager of the facility/office. The documentation, together with a Contract of Agreement where applicable, will then be the basis for the facility/office's risk management.

### Contractor

Construction site / Workplace		
XXX		
Company	Org nr	
XXX	XXX	
Contact person for management, name and role/position	Telephone	E-mail
XXX, XXX	XXX	XXX
Planned date for start of work*	* Enter the date when work is planned to start for the first time in the project	
XXX		
Safety representative, name	Contacts for Safety representative	
XXX	XXX	
Languages that the supervisor understands		
Swedish <input type="checkbox"/>	English <input type="checkbox"/>	Other language: XXX
Languages that your employees and temporary staff understand		
Swedish <input type="checkbox"/>	English <input type="checkbox"/>	Other language: XXX
Date	Document completed by	
XXX	XXX	

Reporting of occupational safety and health risks	Yes / No	Verification and documentation
<p><b>Has a written risk assessment for the Contractors work been submitted to Skanska's production management and Bas-U at the construction site or the responsible manager/ H&amp;S coordinator at the permanent facility/office?</b></p> <p>In the event of additional work, a new risk assessment must be submitted before the work can begin. Updated documentation must also be submitted on an ongoing basis in the event of</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>State reference including date of submission of risk assessment (For example template see Appendix 3) .</p>

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Reporting of occupational safety and health risks	Yes / No	Verification and documentation
<p>changed conditions that affect the risk assessment for the work in question.</p> <p>The risk assessment must include, among other things:</p> <ul style="list-style-type: none"> <li>• Identification of risks and work steps/sources of risk. Why is it a risk? How and who can be affected?</li> <li>• Assessment of risks with accounting of probability and consequence. Take into account changes before and after measures taken.</li> <li>• Managing risks by prioritizing measures based on the steps in the Hierarchy of Controls from most to least effective.</li> <li>• For planned measures, the action plan including who is responsible and the time for implementation must be stated.</li> </ul>		
<p><b>Has information about work environment risks that the Contractors own work may cause to others who work at the workplace been reported in writing?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please indicate whether it is reported as part of a written risk assessment, separately in Appendix 2 or in some other way.
<p><b>Has information about the Contractors own work environment risks that can be tackled through coordination in the workplace been reported in writing?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please indicate whether it is reported as part of a written risk assessment, separately in Appendix 2 or in some other way.
<p><b>Has information about work with specific work environment risks according to AFS 2023:3 Chapter 11. 12 § has been reported in writing?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please indicate whether it is reported as part of a written risk assessment, separately in Appendix 1 or in some other way.
<p><b>Has a work preparation plan with information on the work steps for which documented work preparations are needed for the management of work environment risks and a timetable for the work preparations been reported?</b></p> <p>The need for additional work preparations is reported on an ongoing basis during production and coordinated with Skanska's production management and Bas-U for the construction site or the responsible manager / H&amp;S coordinator for the permanent facility/office before work can begin.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	State reference incl date for submission of work preparation plan.
<p><b>Has information on the contractor's subcontractors at all stages, if any, been reported, including information on the planned start of work?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	State reference including date of submission of information.

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Clearance for starting work on construction site (To be completed by the administrator for Bas-U for the construction site.)

Bas-U, Company name		Administrator for Bas-U, name	Signature
XXX		XXX	λ
Checklist work environment risks recieved		Date	Signature
Yes <input type="checkbox"/>	No <input type="checkbox"/>	XXX	λ
Completion requested		Date	Signature
Yes <input type="checkbox"/>	No <input type="checkbox"/>	XXX	λ
Completion recieved		Date	Signature
Yes <input type="checkbox"/>	No <input type="checkbox"/>	XXX	λ
Permit for start of work is given		Date	Signature
Yes <input type="checkbox"/>	No <input type="checkbox"/>	XXX	λ

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### Appendix 1. Work with specific work environment risks

Skanska's specific Health and Safety requirements for Suppliers must be followed in the riskmanagement.

Will work with specific work environment risks according to AFS 2023:3 Chapter 11. Section 12 to occur?	Yes/ No	Details of actions managed and planned
1. Work with a risk of falling to a lower level > 2m?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Work with the risk of being buried under soil masses or sinking into loose ground?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Work with launching, assembly/dismantling of heavy building elements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Work that exposes anyone to chemical or biological substances that pose a particular danger to health and safety, or is subject to medical control requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Demolition of load-bearing structures or materials or substances that are hazardous to health?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Work in the proximity of high-voltage power lines?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Work on site or area with passing vehicle traffic?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Work where explosives are used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Work in wells, tunnels, underground construction work or other enclosed/confined spaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Work with risk of drowning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Will work with specific work environment risks according to AFS 2023:3 Chapter 11. Section 12 to occur?	Yes/ No	Details of actions managed and planned
11. Underwater work with diving equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Working in caisson under raised air pressure?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Work that may cause exposure to ionizing radiation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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### Appendix 2. Work environment risks that the Contractors own work may cause to others working in the workplace or that can be addressed through coordination in the workplace

Skanska's specific Health and Safety requirements for Suppliers must be followed in the riskmanagement.

Will work that include any of the following other works occur?	Yes/ No	Details of actions managed and planned
Use of crane or other machine/equipment subject to inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Working in confined spaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Transports into the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Loading, unloading, handling goods?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Use of Temporary Work Structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>Work is carried out that requires documented competence?</b></p> <p>The following jobs must meet Swedish educational requirements. In cases where the competence is proven with foreign qualifications, it must be validated in accordance with Swedish rules:</p> <ul style="list-style-type: none"> <li>• Hot work/Flammable work</li> <li>• Removal of asbestos</li> <li>• Handling of thermoplastics</li> <li>• Scaffolding</li> <li>• Excavation Supervisor</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>Work is carried out that requires documented permission from the employer?</b></p> <p>For the use of certain dangerous work equipment, the right to drive must be proven. This may apply to the use of lifting devices, loaders, mobile work platforms, saws, etc. In these cases, the employer must grant a permit for the employee to use the equipment in question, which must be handed over to Skanska's management in the workplace.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>Will you use subcontractors in your scope?</b></p> <p>How do you ensure that subcontractors take part in identified risks and Skanska's requirements?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Other workplace-specific risks to be taken into account?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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### Appendix 3. Sample template for risk assessment

IDENTIFICATION				ASSESSMENT			ACTION PLAN					REASSESSMENT			
Work Operation / Source of risk	Risk description (Why is it a risk? How and who can be affected?)	Work with specific risk (If Yes, enter 1-13 according to AFS 2023:3 Chapter 11. 12 §)	Impact on others (Risk that one's own work may cause to others in the workplace)	Probability (P=1-5)	Consequence (C=1-5)	Risk level (PxC)	Actions (Describe your own measures to avoid and manage the risk)	Need for coordination (Actions that can be coordinated within the workplace)	Hierarchy of Controls (Evaluate level for selected actions, 1-5 where 1 is most effective)	Work preparation (NB! Serious risks, risk level ≥10, must be prepared for work)	Responsible	Done by the latest	Probability (P=1-5)	Consequence (C=1-5)	Risk level (PxC)
						0									0
						0									0
						0									0
						0									0
						0									0
						0									0
						0									0
						0									0
						0									0
						0									0
						0									0

Consequence	Probability				
	Very unlikely	Unlikely	Rare	Possible	Likely
Extreme	5	4	3	2	1
Severe	4	3	2	1	0
Moderate	3	2	1	0	0
Small	2	1	0	0	0
Insignificant	1	0	0	0	0

Green Monitor  
Yellow Action Recommended  
Red Critical Risk - Action Required

Probability	Description
1 Very unlikely	Extremely unusually to happen, has basically never occurred
2 Unlikely	Doesn't even happen once in a thousand, few people have experienced such an event
3 Rare	Happens less than once in a hundred, rarely to happen
4 Possible	Happens in few project out of a hundred, possible to happen but still a little unexpected
5 Likely	Happens more often than once out of ten projects, it's not a surprise if it happens

Consequence	Description
1 Insignificant	Insignificant health effect (sick leave < 1 day)
2 Small	Minor injury or short-term illness (sick leave < 1 week)
3 Moderate	Moderate health effects in the form of injury or illness (sick leave < 3 months) or several people affected according to level "Small"
4 Severe *	Severe health effects in the form of injury or illness (sick leave > 3 months) or several people affected according to level "Moderate"
5 Extreme *	Death or several people affected according to level "Severe"

### Hierarchy of Controls

