

Health and safety



Ny Dyginstitution I Kragelund

New construction

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Table of Contents

Organization.....	4
The project’s stakeholders.....	4
Safety Meetings	4
Plan for Health and Safety	5
Building Site	6
General.....	6
Stipulations	6
Local authority regulations	6
Permission from and Notification to local authorities.....	Błąd! Nie zdefiniowano zakładki.
Transport and handing over.....	6
Existing conditions	7
Organization of the building site.....	7
Site Drawing	7
Building Site Boundaries	7
Closing Off.....	7
Security Guard.....	8
Security against theft from the site	8
Sign Posts	8
Screening off/ Cordoning of 3 rd person	8
Building site traffic areas	9
Parking	9
Outdoor traffic areas.....	9
Traffic areas inside the building.....	9
The coverings of holes and rebates in the traffic areas.....	9
Establishing of railings in the traffic.....	10
Lighting of traffic areas	10
Provisions for inclement weather in traffic areas.....	10
Clearing and cleaning common traffic areas	10
Portable Cabins and storage areas	11
Portable site cabin conditions.....	11
Storage areas/ Storage yard	11
Tent workshops.....	12
Handling of refuse and refuse containers.....	12

Lighting of portable cabin area and storage areas	12
Provisions against inclement weather in the portable cabin and storage areas.....	13
Cleaning in the portable cabin and storage area	13
First Aid Post	13
Fire-fighting materials.....	13
Work Areas.....	14
Covering of holes and rebates in work areas.....	14
Establishing guard railings in work areas.....	14
Lighting in common work areas.....	14
Provisions against inclement weather in work areas	14
Clearing-up and tidiness in work areas.....	15
Technical Aids	15
Cranes and material lifts	15
Personnel elevators	16
Scaffolding.....	16
Supply to the Site	16
Water and sewer.....	17
Electricity.....	17
Telephone	18
Special Conditions for Building Site Use	18
Work conditions generally	18
Building Site Plan.....	19
Site Drawing.....	19

Organization

The project's stakeholders

Employer/Client/Building Owner:

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Safety Coordinator:

Joanna Jankowska

Site Inspection:

Main contractor

Design Manager:

Joanna Jankowska

Safety Meetings

The safety coordinator arranges safety meetings and prepares the minutes. All the companies on site must be represented at the meetings by a representative for their site leadership and one from the operatives (safety representative) - - if it is required that there are safety groups on site. Any comments to the safety meeting's minutes must be voiced at the following safety meeting. If this does not happen, the former minutes will be considered as approved. Safety meetings will be held every 2 weeks or before every new construction phase.

Plan for Health and Safety

The person to whom the employer has transferred the duty of completing the Health and Safety plan and coordinating safety work on site is named the Safety Coordinator. The contractors must participate with the Safety Coordinator's work with and follow up of the Health and Safety Plan. The reporting of the building site to the Factory Inspector, before work starts, is the duty of the Safety Coordinator. Inspection of the required safety provisions is the duty of the contractor appointed to do it. During pauses in or at the end of the works in question, the contractor must establish or re-establish the health and safety provisions so the safety requirements are fulfilled at all times. Transfer of the contractor's responsibilities for inspection and maintenance of the respective health and safety provisions can only be achieved after written approval from the safety coordinator.

Building Site

General

Apart from stipulations about the building site, this chapter gives information of an informative nature about who implements the various site provisions. The services in connection with the different site provisions are stated in the relevant work specifications.

The specification of services will normally be given in the work specifications.

Stipulations

Local authority regulations

Work involving the danger of fire or sparks (so-called “hot works”, i.e. asphalt roofing or angle grinding, etc.) must be implemented by observing the “Directions for Fire Safety no. 10a and 10b of 10 April, 1994, issued by The Danish Institute of Fire Safety.

BR15, SBI 216

Transport and handing over

It is the duty of the contractor to re-establish the areas that are not part of the finished works, but which the subcontractor uses in connection with the completion of works, so that they appear as they did when the contract was awarded – but only to the extent that this does not conflict with the General Conditions of Danish Liability Legislation.

Main contractor must convene a meeting, with the participation of the project management and the road authorities, to examine the road network before the start of works. The main contractor must make a registration of existing building components bordering up to the work area. Any damage to the aforementioned structures must be noted before work begins. The localities are taken-over in a condition cleared of loose items and furnishings. Respective contractors, to the extent it is stated in the work specifications, must remove fixed furniture and equipment. Covering and protection of building components must be undertaken by

contractor:

- Site foreman
- Assigned individual

Existing conditions

Buildings, crossings, pavements, roads, masts, piping and conduits, courtyards, fences, sign-posts, trees and bushes, must not be damaged. The necessary provisions must be taken to maintain plants. The cutting and trimming of trees and bushes must not be done without the prior permission of the project management. It is the duty of the main contractor to notify the owner of conduits, pipes and cables (public authorities, companies and private persons) of works and conduct the work in accordance with their directions. Before excavation near existing piping, the owner must be summoned by the main contractor to show the location of said piping, etc. If gas, water, sewer- and other piping is to be severed from the main pipe, it will be done at the main contractor's arrangement and at his/her expense and liability.

Organization of the building site

Site Drawing

The Health and Safety coordinator updates the site plan, for example, as part of the completing and revising the Plan for Health and Safety.

Building Site Boundaries

The boundaries of the site are shown on the site plan. If a main contractor wishes to extend the site area beyond the boundaries shown, he/she must secure the necessary permission for this after prior agreement with the project management.

Closing Off

Main contractor **must** establish, maintain and take down any interim covering/protection to the building. Holes for windows must be closed-off with wooden frames, cladding with plastic foil. Door openings must be closed-off with interim wood-en doorplates with a lock system. Main contractor must ensure daily

opening at 7:30 o'clock and closing at 18 o'clock of the building site.

Security Guard

The employer does not establish the security guard system. The security system is managed by Security Company and includes cameras.

Security against theft from the site

The employer **does not** establish the security system against theft from the site. The security system against theft from the site is managed by Security Company and includes cameras.

Sign Posts

Each individual contractor is responsible for signposting the door of own portable site cabins. Each individual contractor is responsible for signposting own site work areas. Main contractor delivers and sets-up the following signs in the common traffic and work areas at the beginning of construction on site and removes them after the completion of construction:

- Sign "Mandatory helmet area"
- Sign "No trespassing"
- Sign "Security cameras"
- Sign "Mandatory safety shoes area"

Screening off/ Cordoning of 3rd person

It is the responsibility of main contractor to secure that traffic around buildings and roads/pathways are screen off and secured against falling building materials and other objects from the site. Carpentry contractor establishes, maintains and removes screens and other provisions towards streets, around buildings, etc. that are set-up in the interest of public safety.

Building site traffic areas

Parking

The temporary parking will be made for the workers.

Outdoor traffic areas

The outdoor traffic areas are shown on the site drawing. Heavy lorries and trailers, i.e. Element trailers, earth dumpsters, and mobile concrete mixers, can use the site roads. All roads are drained and secured against the weather conditions. Outdoor traffic area may, under no circumstances be partly or wholly blocked off with the permission of the project management.

Traffic areas inside the building

Traffic areas and corridors must under no circumstances be blocked off wholly or partly without the permission of the project management. Common traffic areas in the building or building excavation is to comprise:

- Internal staircases.
- Internal gangways

And areas, which, after the completion of the building, will constitute internal corridors, passages, staircases, etc. Carpentry contractor will deliver, set-up, maintain, move and remove the internal staircases and gangways, etc. Staircases and gangways can be given a load of up to 300 kg/sqm. The internal staircases and gangways will, during the course of construction, be replaced by permanent ones.

The coverings of holes and rebates in the traffic areas

Holes, such as light-shafts, wells, etc., in traffic areas is to be covered with boarding or lids that are fixed. The responsibility for covering holes and keeping them covered is that of the carpentry contractor who makes the holes. The aforementioned contractor does any temporary removal, screening off and re-establishing of these covers during construction.

Establishing of railings in the traffic

Guard railings must be set-up along all traffic areas where there is a level jump of more than 2 meters. Any temporary removal of railings because of a contractor's work must be re-established by the same contractor after the work is completed. During the work, the main contractor must take measures to prevent accidents until the railings are re-established.

Lighting of traffic areas

The extent of the lighting is shown on the building site plan. Main contractor establishes, maintains and removes lighting in traffic areas. Lights in building site traffic areas are mounted on light-masts. Traffic areas in buildings are lit with orientation lights with a minimum strength of 25 lux. This is done with light-chains. Building site lights are controlled using "twilight relays" with a switching on clock device with 24-hour and week program. The employer pays for the cost of lighting common traffic areas.

Provisions for inclement weather in traffic areas

Inclement weather provisions are planned and set in action in good time and to such a degree that they are able to ward off the adverse effects on time schedules and quality of work. Clearing of snow and similar work must be, as far as possible, done in the period before normal work starts.

Clearing and cleaning common traffic areas

The contractors must constantly participate in keeping the traffic areas cleared and cleaned. If a contractor's transport or own work is the cause of spill, said contractor must clear up and remove the spill immediately from the site - even though the spill happens outside the confines of the building site. The contractor must regularly, but at least once a week (usually at the end of the working week) clean up after his work activities. The project management can appoint one contractor as the coordinator for clearing up the common traffic areas together with other contractors. Removal of dust in buildings must be done using vacuum cleaning.

If the project management's stipulations about cleaning up are not followed, the work will be done at the expense of the contractor(s) concerned. The costs will be

deducted the contractor(s) outstanding amounts owed.

Portable Cabins and storage areas

Portable site cabin conditions

The location of portable cabins is given on the site plan.

The situation of the individual contractors' site cabins must be agreed with the project management if it is not stated on drawings. Contractor must establish, run, maintain and remove the following cabins, which are at the disposition of all contractors during the course of construction:

- Portable cabin for 25 persons with shower, washbasin and locker facilities, and dining room.
- Meeting and office facilities for holding site meetings, etc. The cabin contains a meeting room for 15 persons and 1 separate office with 2 office stations. The cabin is fitted with toilet and washbasin.

Contractor for cleaning assistance must take care of daily cleaning of the cabins and ensure the supply of soap, toilet paper and paper towels.

Re-establishing of the terrain after the portable cabins is to be done by main contractor.

Storage areas/ Storage yard

The location of storage areas is on the building site drawing.

The storage space for individual contractors within the total site storage area must be agreed with the management. Storage of materials in traffic areas is strictly prohibited

Tent workshops

Tent workshops can only be established by individual contractors to the extent shown on the site drawing

Handling of refuse and refuse containers

The individual contractors is obligated to re-move his refuse from work sites and storage depots and deposit them in containers and skips or remove them from the site completely, on a regular basis.

All subcontractors must sort and handle building refuse in accordance with the council's regulations in this area.

Containers and skips are placed in accordance with the building site drawing.

Main contractor must establish, mark and empty the refuse containers during the course of the construction period and remove them once the construction period is finished.

Building-refuse must be sorted in the following fractions:

- Wood
- Metals
- Plastics
- Food and natural wastes

Packaging, etc., must be wrapped up and placed in the skip so that it takes up as little space as possible.

All costs in connection with removal of refuse from the containers and skips, including environmental and refuse surcharges, are to be borne by the employer based on documentation of these costs.

Lighting of portable cabin area and storage areas

Main contractor establishes, maintains and removes lighting appliances in accordance with the building site drawing using minimum 25 lux light strength in common traffic areas, in portable cabin and storage areas.

Provisions against inclement weather in the portable cabin and storage areas

Inclement weather provisions are planned ahead of time and set into action so as to ward off the negative effects of the weather on time schedules and the quality of work.

Clearance of snow and similar work must, where possible, be done before the beginning of normal working hours.

Cleaning in the portable cabin and storage area

The individual contractors are obligated to clean their respective storage areas.

If the project management's directions are not followed on this matter, the work will be done at the expense of the said contractors - - the expense being deducted from accounts owing them.

First Aid Post

Main contractor supplies the First Aid Box and has the responsibility of ensuring that it, at all times, has the necessary minimum content of items cf. The Factory Inspection's requirements.

The First Aid Box is situated in 3 cabins and is accessible when work is being done on site.

Fire-fighting materials

Main contractor supplies fire-fighting equipment and materials.

Work Areas

Covering of holes and rebates in work areas

Rebates and holes in work areas, such as floor slabs and roof surfaces, etc., must be securely covered with fixed covers and boarding.

The responsibility for closing these and maintaining the covers is that of main contractor making the hole or rebate in the first place.

Any temporary removal of covers due to work processes by any contractor must be followed by the same contractor replacing and fixing the cover.

Establishing guard railings in work areas

Where slabs, work platforms, scaffold floors and gangways are elevated more than 2 m over the surrounding area, guard railings must be fixed along their free edges.

Any temporary removal of railings due to work by any contractor must be followed by provisions for preventing falls before and during the period of removal, followed by replacement of the railings after the work by the same contractor.

Lighting in common work areas

The contractor must supply own light source during work in his own work areas.

Provisions against inclement weather in work areas

Inclement weather provisions are planned and set into action in good time and to such an extent as to minimize the effects of the weather on milestones in the project and on work quality.

Clearance of snow and similar work shall, as far as possible, be done before the beginning of normal working time.

Main contractor is assigned with the task of providing interim heating and drying-out of the building.

Main contractor is assigned with the task of clearing snow, de-icing and gritting (spreading gravel on) common work areas.

Clearing-up and tidiness in work areas

It is the duty of each contractor at all times to keep their work areas tidy from refuse, materials and tools and remove the aforementioned if they are an obstacle for the progress of the construction.

The project management can appoint one contractor to coordinate the cleaning-up and tidying-up process together with other contractors on the site's common work areas.

Removal of dust from the building must be by vacuum cleaning.

If a contractor does not withhold the management's directions about tidiness, the management has the right to tidy up the work areas at the expense of the said contractor. The cost for such work will be deducted for the contractor's amount due.

Technical Aids

Cranes and material lifts

If contractors decides to use a crane and/or lift above and beyond that stated in the tender documents, they must give a written account for setting-up, power supply, use and maintenance, before the equipment (after permission for the management) is put to use.

Setting up a crane or lift must only take place with the explicit permission of the project man-agreement.

Contractor sets-up, maintains and removes material lifts, see the building site drawing.

Crane for free use of all contractors will not be set-up

Personnel elevators

Main contractor installs, maintains and removes personnel elevators, see building site drawing. This elevator is for the free use of all contractors in the construction period

Scaffolding

Individual contractors must supply their own scaffolds in their own working areas.

Setting-up and dismantling scaffolding must be done after approval from the project management.

The scaffolding system must be labelled with a plate informing about the erecting contractor, the rental company, and the permissible load.

The contractor must participate in rationalizing the collective site's work by allowing others to use his scaffolding when it is appropriate and does not inconvenience the contractor and rental company, and if the scaffold does not suffer any damage Contractor erects **IF NECESSARY**, re-builds, maintains and removes common scaffolding. The size or extent of the common scaffolding is shown on the site drawing.

Scaffold type: steel and scaffold class <A>.

The scaffold is at the disposal of all contractors in connection with the following works:

- Assembly of concrete element
- Assembly of wood element

The scaffold will be at the disposal of contractors in the construction period if necessary.

The project management co-ordinates the work on common scaffolding.

Supply to the Site

Water and sewer

Tap points are established in accordance with the site drawings.

The individual contractors must make their own provisions, and pay for, the connection of their portable cabins to the main water and sewage system of the site. Connection must be made from the connection points shown on the site drawing.

Main contractor establishes, maintains and removes the water supply system for use in construction on behalf of all contractors.

Contractor connects-up, maintains and removes interim water and sewage systems to common portable cabins and meeting and office units

The supply is established with frost-proofed design if the supply is needed in the winter period.

The employer pays for water consumption and sewage surcharges.

Electricity

The main electrical boards showed on the site drawing are installed.

The individual contractors must bear the cost of connecting their own electrical material up to the main boards.

The employer cannot be held responsible for interruptions in the supply of electricity.

Each contractor must uncouple connections from his sub-board to the main board at the end of each workday.

Main contractor installs, maintains and removes the power supply for construction on behalf of all contractors.

Main contractor installs, maintains and removes the power supply to common portable cabins and meeting and office facilities.

Similar supplies to own portable cabins, material containers, etc., is the responsibility of the individual contractors.

Main contractor is responsible for mandatory inspection of electrical installations.

Telephone

Each contractor is responsible for subscribing, paying for and operation of own phone.

Main contractor is responsible for establishing a landline phone for emergency calls for the duration of the work on site.

Special Conditions for Building Site Use

Work conditions generally

If the localities are in use during the construction period, special consideration to them must be taken.

The following are valid if work is in progress in or around the building:

The contractor is obliged to man the project with persons who are able to show the necessary consideration to tenants/employees in the building. If a person repeatedly fails to show consideration, the project management can expel said person from the site.

Tools must be chosen so that they cause the least possible nuisance for any tenants/employees using the building with regard to noise, dust, vibration and emissions.

Radios and the like must not be used in the locality.

Access to localities in use must happen in accordance with the following rules:

All of the contractor's employees who have access to the localities in use must be furnished with identity cards. The contractor has an obligation to report lost ID's immediately.

Keys to dwellings must be administrated as follows:

Before the work is initiated, the keys to the dwellings are collected. Tenants can, instead of handing in a key, be at home between the hours of 08:00 and 18:00. The main contractors own site manager must keep a receipt list for keys so that he can

always account for who is in possession of the keys. The receipt list must be available for the project management.

Keys that are not used shall be kept in a locked security box, which in turn should be kept in a locked container. If the key gets lost, the contractor must immediately inform the tenant and the project management, and the locks in the apartment in question must be changed at the expense of the contractor.

Keys that are handed-in must not be copied. The apartments/dwellings must, at all times, be locked - - both when work is being done on them and when the apartment is empty.

Building Site Plan

Site Drawing

Building site construction plan I100_F6_H0_N03 – Building site layout