

Clients´ s checklist to PSS and other client duties*

No	Text from AT Guide 25.6 Etc. AT-Guidance 25.6 About PSS	Ok?	Description of any Defects in PSS	Responsibility	Proposal for a solution
2	<p>Organization Chart Content of the organisation chart:</p> <ul style="list-style-type: none"> • Name of client, address, telephone number, contact person, etc. • Coordinator Name and Phone number. • Name, address, telephone, etc. on the site/construction management. • Name, address, telephone number, contact person, etc. and CVR or RUT no for the companies on the project and the companies working on the construction site. • Names of employer and OSH representatives in the companies´ occupational health and safety organisations on the site, as well as information on whether they have completed or are enrolled in the three day mandatory Danish working environment training. • Plan for each company regarding the number of employees on the site. • It may be appropriate that the main suppliers also appear in the organisation chart. 				
3	<p>Building site Drawing Site drawing must show where there are:</p> <ul style="list-style-type: none"> • Existing risks on the site and what risks. • Access-, Transport- and escape routes. • Crane hoist and scaffolding. • Space for material depots, temporary workshops with permanent machine tools and waste containers. • Devoted space to Welfare measures. • Connection to electricity, water and sewer. • Alarm, fire, rescue and first aid equipment. <p>Access, transport and escape routes must be indicated on the drawing site and supplemented by a written description.</p> <p>This also applies to e.g.</p> <ul style="list-style-type: none"> • Vertical access routes in buildings, and • For access roads on the individual floors 				
4	<ul style="list-style-type: none"> • Indication of traffic areas • Identification of areas with multiple employers 				

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5	<p>Time schedule The schedule must specify:</p> <ul style="list-style-type: none"> • When the individual employer has work tasks on the building site and the time allocated to each type of work or work phase. • The periods during which work is to be carried out, which entails the particular risks as referred to in article 3; Annex 1 of the Executive Order of the duties of the developer. <p>It is the responsibility of the developer to draw up a timetable that considers the work of all employers on the site, regardless of the contractual relationship. The timetable is the basis on which the coordinator can coordinate the safety and health of the building site and the ability of employers to plan and organise their work so that it can be carried out responsibly.</p>				
6	<p>Indication of common areas and common security measures The health and safety plan should identify common areas on the building site, where several companies need to move and work at the same time. This may be in excavation work, work in buildings and work on scaffolding and work platforms.</p> <p>The plan must provide for common measures, such as:</p> <ul style="list-style-type: none"> • Railing at staircases and concrete element edges. • Coverings of holes in decks. • Scaffolding, work platforms etc. for working in the heights. • Protection against falling /crashing from roof work. • Walking and driving, including access roads in buildings, as well as areas for waste containers and material containers, Welfare wagon area Etc. • Common Disposal of Waste. • Common Material places. • Common dumps for waste. • Common Welfare measures. • Common Urban Shed. • Building site power and lightning. • Order and tidiness in common work areas. • Winter measures, including covering and possible heating. • snow clearing and gritting. • Signs of the perimeter of the building site or fencing of the construction site. • Marking of roadworks / accessroads 				

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	<p>The distribution of responsibilities regarding common areas and common security measures must be clarified in the plan for safety and health.</p> <p>Each of the common security measures must be described in the plan. It shall also indicate which companies are responsible, after agreement with the client, or in the case of agreements between companies, to establish, maintain and remove the individual security measures.</p> <p>The extend, including the time period, of the responsibility of each company must be stated in the plan, including whether the responsibility applies both to the establishment, maintenance and eventual removal of the security measure or to only parts of the task.</p> <p>It must be clarified which company is responsible for each common security measure. Several companies cannot be responsible for one common security measure at the same place at the same time.</p> <p>Indication of who controls and coordinates contingency / emergency-, evacuation- and exercise plans Contingency / emergency, evacuation and exercise plans shall be described in the Health and safety plan, where appropriate. This may be relevant for particularly dangerous work or if there is any other risk of danger of spillage of dangerous substances, in risk of fire, explosion, accident, etc.; it also must be stated who is responsible for the ongoing checks and coordination of the various plans.</p>				
7	<p>Procedure for the continuous control of installations, safety measures and particularly risks The plan for safety and health should specify the facilities, safety measures and work involving particularly risks to be</p> <ul style="list-style-type: none"> • monitored / controlled on a continuous basis, • the frequency of the control and • who carries out the controls. <p>The Control of construction power, fire-extinguishing equipment, lifting equipment, building elevator and technical aids to protect against falling.</p>				
8	<p>Particularly dangerous work It is the responsibility of the client to ensure that particularly dangerous work covered by Annex 1 of the Executive Order on the duties of the client is shown separately in the timetable. Particularly dangerous work is:</p>				

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	<p>Annex 1 to the Danish Working Environment Authority's Executive Order no. 117 on the duties of the client</p> <ol style="list-style-type: none"> 1. Work that involves any especially serious risk of being buried, sinking or falling down due to the type of activity or working process used, or because of the surroundings of the site or building works. 2. Work that can expose workers to chemical or biological substances and materials that either represent a special danger to their health and safety or involve mandatory health inspections. 3. Work that can expose workers to ionising radiation and that makes it necessary to designate controlled and monitored areas, as defined in article 20 of Council Directive 80/836/Euratom. 4. Work close to high voltage lines. 5. Work that entails a danger of drowning. 6. Work in manholes and tunnels and underground work. 7. Work under water, for which diving equipment is used. 8. Work in pressure chambers. 9. Work involving the use of explosives. 10. Assembling and dismantling of heavy prefabricated elements. <p>The health and safety plan must set the limits for / delimit the particularly dangerous work and describe the common measures to ensure that the particularly dangerous work can be carried out responsibly and without exposing the workers from the companies on the building site to safety or health risks.</p> <p>It also must be stated in the plan if it is necessary for the workers to use personal protective equipment, because the work is included in Annex 1 of the Executive Order on the duties of the client. It also must indicate where mandatory signs must be placed, such as the use of respiratory protective equipment and who is responsible for it.</p>				
9	<p>Particularly risks</p> <p>The Health and safety plan shall, where appropriate, identify work processes and areas with special risks, such as dusting, noisy work and demolition work, which, for example, require the use of personal protective equipment, so employees from other companies are not subject to risk of accident or health risk from these operations. This also applies if there is a risk of unnecessary exposure, such as disturbing noise from other companies' work.</p> <p>Measures may, for example, be to separate work processes with</p>				

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	<p>particularly risks from other work processes. This can, for example, be done by letting the companies work at different times of the day / making shift in work, by setting up shut off, by setting up dust walls or noise barrier.</p> <p>Necessary shutoff, shielding and safety signs of such areas must be included in the Health and safety plan, including who is the person responsible. Signs may be prohibition/ban signs-e.g. "Access forbidden for unauthorized persons" or "injunction signs"-e.g. "hearing protection mandatory" or "use respiratory protective equipment".</p>				
10	<ul style="list-style-type: none"> Has the coordinator (P) in the design phase prepared journal for future maintenance, etc. of the finished building? Is the journal be updated by the Coordinator during the construction phase? 				
11	Has the coordinator (P) been appointed at the latest when the design is initiated?				
	Has the coordinator (B) in the building phase been appointed at the latest when the construction site is established?				
	<p>Do the Coordinators P and B have the mandatory training and experience (Valid for large construction sites):</p> <ul style="list-style-type: none"> Expertise in the building and construction sector, including knowledge of the construction actors Knowledge about safety and health issues in the building and construction sector; Practical experience in management of construction works Completed a health and safety education for coordinators of the safety and health work in the field of construction 				
	Has the developer defined the frame for the tasks (services) that the coordinator must perform after the executive order of the client?				
	<p>During the design, the general principles of prevention have been considered (annex 2 of the client notice), including:</p> <ul style="list-style-type: none"> In the context of architectural, technical and or organizational choices, in the planning of the various works During the assessment of the period of time to be available for the execution of the various works or stages; 				
	Before the work is carried out has the necessary feasibility studies /analyses / investigations - including hazards in the ground or contamination of buildings, etc. – been carried out?				
	<p>Are the following points part of the coordination of developer?</p> <ul style="list-style-type: none"> Identification of existing installations, Establishing of the necessary technical installations for the building process Planning the traffic areas to be safe Planning the possibility of using appropriate technical aids 				

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	<ul style="list-style-type: none"> • Appropriate places to place building materials etc. • Areas with particularly risk should not, as far as possible, be working or traffic / access roads for others • Coordination in relation to the immediate surroundings of the construction site • Procedure for ongoing control regarding installations and safety matters 				
	<ul style="list-style-type: none"> • Has the client and coordinator made relevant demarcation of the construction site? • Is there clear agreements with the contractors on who has the responsibility to establish, maintain and remove each of the common safety measures? 				
	Has a complete and relevant transfer from coordinator P to coordinator B been carried out?				
	<ul style="list-style-type: none"> • Are the mandatory start - up meetings held for employers before the work is started? • Does the agenda for the start-up meetings contain relevant mandatory issues and is the meeting documented by minutes? 				
	<ul style="list-style-type: none"> • Are the mandatory and relevant safety meetings held? • Does the agenda for the safety meetings contain relevant mandatory issues and is the meeting documented by minutes? 				
	<p>Do coordinator update the Health and safety plan (PSS) – including</p> <ul style="list-style-type: none"> • Organization Chart • Building site Drawing and • Time schedule <p>As the building process progresses?</p>				
	<ul style="list-style-type: none"> • Does the coordinator perform suitable control / follow up etc. on the site in particular by his personal presence? • Are safety inspections performed – as minimum - every 14th Day? 				
	It is ensured that only authorized Persons are having access to the site?				
	Has the side been notices to the WEA				
	Does the client contribute so that the the employer is able to do his job in a safe way?				
	Does the client meet his obligation according to RUT?				

* The Auditor use this checklist to reviews if the requirements of the executive order of the client are met. At the same time, this review is compared to the actual conditions at the site by performing review at the building side using the PSS checklist / form from Byggesagsstyring.nu "Annex 9 Inspections on Building sides". Audits are carried out regularly through the construction period and also just before finalizing the work.