

## Clients checklist for coordinator's OSH Services - Agreement

No.	Topic	Ok	Notes/Hours devoted
	<b>Initiative and program phases</b>		
1	Agreement with the developer on the performance of the Coordinator for OSH coordination at the design stage		
2	Agreement with the developer on the performance of the Coordinator for OSH coordination in the execution and delivery phase		
3	Coordinator has the necessary competencies? Has/Can he/she: <ul style="list-style-type: none"> <li>• Expertise in building and construction, including knowledge of construction actors</li> <li>• The necessary knowledge of safety and health issues in the construction sector;</li> <li>• Completed the statutory coordinator training</li> <li>• Documented experience with practical management of construction works</li> </ul>		
4	Where is the coordinator employed - by the builder or contractor or? (by hiring coordinator in the clients company, you might have a better possibility to avoid dilemmas in relation to loyalty problems)		
5	Other issues		
	<b>Design phase</b>		
6	Information and upgrading on the decisions in the design and program phases		
7	Information and upgrading on the <b>Client's OSH guidelines</b>		
8	Information and upgrading on <b>Building descriptions</b>		
9	Agreements between the client and the Coordinator on participation when decisions are taken, how the dialogue takes place, dialog forums etc. so that OSH is considered etc. in both the <b>Design-, building- and delivery phases</b>		
10	Execution of risk assessment of the working environment in the project		
11	Conducting investigations of different kinds e.g. for installations, Asbestos, PCB's, chemical pollution of the ground.		
12	Demarcation of common measures		
13	The time schedule of the project is reviewed and updated including feasibility, dangerous work and that the plan covers the period up to and including completion of the whole interior part of the building.		
14	Construction site drawing from the designer is reviewed and updated regarding e.g. dangerous work, work where there are more employers and other obligations for the client in the executive order for the client		
15	Demarcation shall be reviewed regarding the agreements with the contractors for common areas and -measures. The agreements are described to be part of the plan for safety and health (PSS)		
16	Preparation of plan for health and safety (PSS). The plan must cover the period up to and including completion of the interior part of the building		

17	Preparation of the Journal		
18	Agreement with the designer on how to continuously update the time schedule and building site drawing, e.g. regarding the illustration of particularly dangerous work etc.		
19	Agreement with the developer on sanctions if the contractors do not follow relevant guidelines. <b>Including agreements on how and when the Coordinator may use the sanctions</b>		
20	Designation of coordinator for the building phase (if not coordinator from the design phase, also coordinate the building phase)		
21	Notification of the construction site to the WEA		
22	Other issues		
	<b>Delivery phase</b>		
23	Delivering from the coordinator in design phase to coordinator in building and delivery phase. Risk assessments of the projects, the decisions that are made etc.		
24	Agreements between the client and the coordinator on participation when decisions are taken, how the dialogue takes place, dialog forums etc. so that OSH is considered etc. in both the <b>building- and delivery phases</b>		
25	Updating the plan for health and safety (PSS) with new information on the building projects and contractors. Including the updating of the agreements on common areas and measures, updating the drawings etc.		
26	Updating of the Journal		
27	Involvement in the meetings with contractors - including presentation of the WEA policy and wishes from the client		
28	Information and upgrading on the description of the building project		
29	Holding of start-up meetings		
30	Agreement on coordination including meetings, etc. between the coordinator and site management		
31	Agreements on information's regarding the contractors registration in RUT regarding his foreign company and foreign craftsmen		
32	Other issues		
	<b>Execution phase</b>		
33	Holding start-up meetings		
34	Holding security meetings		
35	Performing safety inspections minimum every fortnight		
36	Meetings with site management regarding coordination e.g. regarding particularly dangerous work, and other risks, updating of the time schedule and site drawing. These meetings regarding coordination must e.g. focus on the completion of the construction within a safe and reasonable time schedule and work plan for the workers		
37	Updating the plan for safety and health PSS including the designers timetable and construction site drawing e.g. in relation to the dangerous work		

38	Follow-up on/control of agreements from safety inspections, safety meetings, assessment of and comments on contractors ' own assessment of the particularly dangerous work and the particularly risks on the site		
39	Checking Foreign company's notifying of company and employees in the RUT – system according to the requirements in the rules		
40	Updating of the Journal		
41	Other issues		
<b>Delivery phase</b>			
42	Completion of the Journal for the future repair and maintenance of building		
43	Evaluation of OSH work in the design and the construction process <ul style="list-style-type: none"> <li>• What went well and why?</li> <li>• What could be done better and why/how?</li> <li>• Experience which must be taken into account in the next building project?</li> </ul>		
44	Other issues E.g. the organizations for the Danish Engineers and Danish architects has drawn up " <a href="#">Working Environment Performance Coordination 2014</a> "		