

### 2.24.1 Guide and checklist for the Journal of the finished building

This manual and check list 2.24.1 describe the use of journal according to a systematic structure based on building parts. The journal must show how the finished building is repaired and maintained in a safe manner. E.g. how to work safe in the high when cleaning the windows.

Preparing of the journal must be started in the design phase because in this phase you have the best possibility to find good and safe OSH solutions to the work with the repair and maintenance of the building when finished. Therefore, you must to start working with the journal at the design stage – including the risk assessment of the project – and continuously update the journal as the design- and building phases progresses.

The Journal Describes

- The specific OSH problem
- How the OSH problem can be solved
- The stage at which the problem occurs, respectively. execution, operation, maintenance, etc.
- Responsibility for the solution is placed with a person in the project team
- A date for clarifying the problem

When transferring from coordinator in design phase to coordinator in the building phase, there must be no safety and health issues that has not found a reasonable solution.

All open issues in the design and execution phase must be identified and rectified in such a way that, at the end of the construction, there are only few remaining issues in the journal which need attention during future repair and maintenance phases. And for these issues there are suggested safe OSH solutions.

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OSH problem/risk <sup>1</sup>				
Access, traffic and transport routes	Machines, hand tools, technical aids foreclosure, maintenance	Collapse, Crash, burring under earth etc.	Drowning, electric shock	Weather, draughts, warmth, cold
Cleanup and cleaning	Excavation and bracing	Substances and materials e.g. asbestos, PCB, lead, biological materials, lack of oxygen	Ergonomics, tight spaces	Working in wells, tunnels, subsoil or water
Railings, hedges, barriers	Lifting Gear	Over pressure or under pressure	Noisy, vibrating work	Assembly/construction of large and heavy structures/building components, e.g. concrete
Ladders and Scaffolding	Lighting	Fire, explosion	Radiation	Other issues

No.	Part of the building	OSH problem/ risk regarding the below listed topic <sup>2</sup>	Relevance Yes/No	Description of risks and in what stage they occur <sup>3</sup>	How can risks be countered?	Responsible	Date	Solution in project/ Solution in Journal
1	Roof							
2	Wet room							
3	Walls							
4	Deck / floors							
5	Windows							
6	Doors							

<sup>1</sup> Relevant OSH issues/risks that has been identified throughout the design process for the construction and the building process are transferred to this journal for repair and maintenance of the finished building/construction

<sup>2</sup> This introduces the specific OSH issues/risks identified throughout the design process for the construction, repair and maintenance of the finished building/construction

<sup>3</sup> Use red, yellow or green colour to illustrate your assessment of the risk ([Also see Arbejdsmiljølog](#) design phase (DTU) Bilag page 144 - 146 (DK))

No.	Part of the building	OSH problem/ risk regarding the below listed topic <sup>2</sup>	Relevance Yes/No	Description of risks and in what stage they occur <sup>3</sup>	How can risks be countered?	Responsible	Date	Solution in project/ Solution in Journal
7	Glass							
8	Building base							
9	Installations							
10	Transport routes up to the building							
11	Transport routes in building							
12	Outdoor installations above ground							
13	Outdoor installations under soil							
14	Outdoor installations over water							

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15	Outdoor installations under water							
16	Other issues							