

Firmanavn og CVR. Nr.

## Safety and Health Plan (PSS)

PSS (name and address of building)

Name OSH Coordinator

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## 2 Purpose

The aim of this health and safety Plan is to ensure that everyone working on the site has good working environment.

The plan must also act as a management tool for the coordinator, building management, and the people who are employed in the site.

[View AT-Guidance 25.6.](#)

(Below under each point are listed a “**Guidance**” regarding the issues which must be described in detail for the individual building project)

## 3 Background

### 3.1 Type of building and future use

#### **Guidance:**

Here is a short description of the type of construction (e.g. renovation of..., concrete construction, wooden structure, special construction, etc.), and what the finished construction is used for.

### 3.2 Rules and responsibilities

Examples on content for this point:

The developer who is (company name, address, contact name with Phone number and e-mail) is obliged to draw up a Plan for the safety and Health in writing if there are two or more / several employers on the construction site and with more than 10 employees (11) at the same time. The client also must draw up a Plan for safety and health in writing if there must be performed particular dangerous work. If the total number of employees is Between 1 – 10 Employees, the PSS only has to concern the particularly dangerous work.

The developer must, with the assistance of his coordinator, before the site is established and continuously afterwards ensure that it is defined where, and when several companies are working at the same places at the same time at the construction site (the common areas). The client must agree with the individual employers on who is responsible for establishing, maintaining and take down the various common safety measures in the common areas.

It must be clearly described in the plan for safety and health who, at any time, must provide, maintain and remove the planned common safety measures in the common areas. The same covers the common welfare measures, and snow removal, gravel and removal of waste.

See Link to [Duties of the Client - 117 - 5 February 2013](#) and the web side [Byggeproces og arbejdsmiljø](#) (remember to change the language).

The contractors in the site at any time must comply with the health and safety legislation. Especially the executive order [Building and Construction - 1516 - 16 December 2010](#) but also the legislation regarding

working with chemical substances and materials , accident prevention, musculoskeletal overload, noise and vibrations, and psychological work environment. (These requirements can be specified in the section "General"). Furthermore, it also must be specified that the contractors must comply with the environmental legislation and the legislation from the emergency authority and the municipality at any time.

Please also describe requirements for other actors. e.g. residents of the buildings if the project is a renovation project etc. This can also be specified further under the "General" section.

## 4 OSH Policy

### Guidance:

This section describes the developer's OSH policy, -goals and how to follow up on these issues. E.g. the client's coordinators mandatory inspections. If there are special considerations regarding other actors, e.g. residents, neighbors, neighbouring companies, other building projects or if work is performed by the residentials in the building beside the building process, goals for these issues also may be included.

E.g. it can be stated that the client's goal is 0 accidents.

## 5 Environmental policy

### Guidance:

The environmental policy of the developer is described, the goals and how to follow up these issues.

## 6 Organization Chart Etc.

### Guidance:

The organisation of the building site:

The overview of the organization of the construction project must contain a complete list of company names and –addresses, CVR or RUT Number, names, telephone numbers, and E-mail addresses of contact persons. This list must include the following actors in the building project:

- The client and the client's supervisor
- The designer company(s)
- All contractors and the construction manager
- Subcontractors
- The person who on behalf of the client has prepared PSS in the design phase (OSH Coordinator (P))
- The person who on behalf of the client has to update the PSS in the construction phase (OSH Coordinator (B))
- The construction site OSH organizations/participants in the working environment groups and -committee

View in **Annex 1**. In Annex 1 there are a scheme with guidance to describe the organization of the building project and building site. See Also **Annex 2** is a template for inserting an organization diagram that shows the construction organization and thus the decision-making routes. Annex 1 and 2 must be updated continuously as soon as the changes occur.

## 7 Start-up meetings, safety meetings and mandatory inspections

### Guidance:

### 7.1 Start-up meetings

Before a contractor is starting work on the building site, OSH Coordinator (B) must hold one or more start-up meetings with employers. For the start-up meetings, OSH Coordinator (B) must invite employers, all occupational safety and health committees, as well as representatives of employees of companies without OSH organisation.

Employers who later enter into agreements to carry out work on the construction site also must be informed at a start – up meeting with OSH Coordinator (B). Employers always must inform the Health and Safety Coordinator (B) when they wish to use subcontractors on the construction site.

The information at the start – up meeting must contain the following issues:

- Which employers are responsible for the individual common areas?
- The content of the PSS and PSS updating procedure
- Who must participate in safety meetings and when they take place
- Who must participate in safety inspections and when they take place
- How to inform the OSH coordinator about the use of subcontractors
- Other relevant factors affecting the safety and health of the site

It is a good idea to also have the items particularly dangerous (annex 1, the Executive Order on site) and particularly risks on the agenda. In this way these items can be enlightened and that the contractor is aware of his duties and necessary dialogue is started.

For the start – up can be used posters, PP show etc.

If the developer's wishes more information on safety, there can be referred to:

- Client's requirements for behavior on the site – Security folder (**Annex 15**)
- [Guidelines for RUT](#)
- Checklist for investigation of accidents and near accidents (**Annex 18**)
- Contractors self - monitoring (**Annex 19**)
- Employer's written risk assessment for the particularly dangerous work (**Annex 20**)

Also remember if there are foreign companies on the site, to ensure that the participants in the start – up meeting are familiar with language requirements on the building site, including that it is necessary for them to understand the briefing.

## 7.2 Safety meetings

OSH Coordinator (B), on behalf of the client, invites employers or their representatives and members of the OSH organisation on the site to safety meetings.

All companies on the construction site must participate in the client's safety meetings, regardless of how many people the company employs on the construction site.

The OSH Coordinator (B) leads the safety meetings and ensures that minutes of meetings are made. The minutes are sent to the meeting participants, the developer, all the supervisors, the companies on the site, members of the Occupational Safety and Health Organizations and any union representatives.

Mandatory safety meetings shall be held at least once every 14 Day, preferably in connection with the building meetings and after safety inspection at the site. Extraordinary meetings shall be held if there are serious accidents, poisonings or other health issues. Or when needed, for example in planning and projecting the particularly dangerous work.

**Annex 3** And **Annex 4** is the templates to the agenda and minutes of the start - up and safety meetings.

## 7.3 Safety inspections

The Health and Safety Coordinator (B) personally must carry out an appropriate check on the site to ensure that the employers provide the measures in common areas that they have an agreement of with the client. Therefore, the coordinator must perform safety inspections at the site at least once every 14 Day. At the client's safety meetings principles on how the safety inspections is carried out and who has to participate in the inspections. Safety inspections should be carried out immediately prior to the safety meeting so that significant observations can be set on the agenda at the safety meeting.

# 8 Generally

### Guidance:

Here, the wishes from the client can be described further. For example, the contractors OSH prevention principles / routines, order and tidiness, the storing of chemicals , waste, smoking policy, hot work etc.

### Access, transport and escape routes

Access, transport and escape routes must be indicated on the drawing of the site and supplemented with a description in writing. This also applies to, E.g.

- Vertical access routes in buildings, and
- access roads to the individual floors

### The client's guidance on safety and his requirements for the behavior on the site

If the client wants to give guidance on safety and health, etc. he may refer to

- Developer's requirements for safe behavior on the site – Security folder (**Annex 15**)
- Check scheme for investigation of accidents and near accidents (**Annex 18**)
- The contractors self-monitoring (**Annex 19**)
- Employer's written risk assessment following the requirement in paragraph 7 (2) of the Executive order on building sites (**Annex 20**)

### **Hot work**

For example, refer to the description in [BFA Building and construction Guide](#) (see link and google translate the website) about

- Hot work
- Welding and cutting
- Electricity and lighting

Before the ' hot work ' is started, you have to fill in a contract form available from [the DBI Danish Fire and Security Institute](#).

### **Language**

Rules of language on the site and agreements with the client in order to comply with the rules on language requirements and to ensure that faulty communication does not give rise to accidents or harmful health effects are described here.

E.g. if the language of the site is Danish therefore there always must be a representative of each company present on the site to be able to translate if some of the employees from the company concerned, does not understand Danish.

In larger places with companies from many different countries, you also can choose to use English language.

### **Sanctions and the powers of the coordinator**

You describe what powers the coordinator has if the agreements which the contractors have with the client, e.g. responsibility for common areas and common safety measures, are not respected.

Examples of sanctions and powers of the coordinator

- The working environment coordinator at any time is entitled to stop work if this is necessary to prevent a potential accident.
- The coordinator may also stop work if recommendations are not followed or there are inappropriate occupational environmental behavior.
- Failure to comply with safety regulations will result in an oral warning to the company of the employee concerned.
- Upon repetition, the building management will send a written warning to the relevant employee's company.
- In the case of continued failure to comply with safety regulations, the company of the employee concerned will be requested to immediately expel the employee.
- If a contractor fails to meet its security obligations, the OSH coordinator will see to that the work / obligations is done on the account of the contractor.

### **Alerting**

This describes how to alert when accidents occur. It is recommended, to make an agreement with the contractors regarding always having a telephone to use for alert when working on the site. On their smartphones, they may install "112 app". "112 App" is free and ensures that the emergency center can see from where the alert are (the position). The alarm also must appear on the site drawing. If you have such agreement with the contractors you can describe this by words on the site drawing.

### **Other issues**

?

## 9 Construction site drawings

### Guidance:

Site drawings must show location of or indicate:

Site drawing must show the following issues:

- Existing risks on the site and what risks.
- Access, transport and escape routes.
- Crane, hoist and scaffolding.
- Space and places for material depots, temporary workshops and waste containers.
- Space and places for welfare measures.
- Where to Connect to electricity, water and sewer.
- Alert, Fire, rescue and first aid equipment.

Access, transport and escape routes are indicated/shown on the site drawing and besides there also must be a description in writing. This is also includes e.g. vertical access roads in buildings and for access roads on the individual floors.

There also must be made site drawings / plans which shows the conditions on the site in the future. This will provide a good basis for seeing and assessing the particularly dangerous work. It also may prevent moving around e.g. Material and waste containers, tents, cranes the construction project moves forward /changes.

See the **Annex 5** Checklist for site drawing. The construction site drawing must be continually reviewed when changes are made including the particularly dangerous work, such as working in the height etc.

See also section 8 on alert.

## 10 Time schedule

### Guidance:

The time schedule must show:

- When the individual employer has tasks on the building site and the time allocated to the Individual work or work phases
- The periods during which the work which entails a particularly danger as referred to in Annex 1 of the Executive Order on the duties of the client

The project supervisor is responsible for assessing and describing the work, how each type of work or stage of work is to be organised in relation to each other, so that the work can be carried out safely. The client has the legal responsibility for the content of the plan for safety and health (PSS). E.g. the plan must contain a timetable which allows the construction project to be carried out in a responsible manner.

Therefore there is a need for intensive dialogue between working environment coordinator (P) and the project supervisor when the overall time schedule is made. This will ensure that the client's time-setting is



adjusted to the project supervisors description of how the individual types of work or phases of work in the most appropriate way are organized and related to each other.

The degree of detail in the time schedule must be in a way so that particularly dangerous work processes, and the particularly risk can be identified, including which works cannot be carried out simultaneously with/or near other types of work. It therefore may be necessary to adjust the time schedule to ensure that other workers at the site are not exposed to e.g. noisy or dusty work. The timetable must also be so detailed that the individual contractor is in a position to assess whether the time required to perform the individual work/work phases is sufficient.

Particularly dangerous work must be defined separately in time.

See **Annex 6** An example of a template for inserting information about construction site time and staff plan. Annex 6 must be reviewed when changes occur. Annex 6 can be drawn up in a spreadsheet or Project.

## 11 Existing conditions and risks arising from the design of the project

**Guidance:**

### 11.1 Existing conditions

Here you describe the existing conditions, including the results of investigations and analyses such as environmental screenings of buildings, studies on contaminated soils, installations in the soil etc. You must refer to all relevant reports as annexes to the Plan for safety and health (PSS).

Particularly risks must be described carefully. The same applies to precautions and measures to prevent exposure to risks. Risks from the work of the individual contractors on the building site and risks from the site surroundings.

### 11.2 Risks from the design of the project

The plan for safety and health - PSS - must describe the risks and other special conditions associated with the building process and maintenance of the finished project. Ask about the considerations about these issues in design phase.

## 12 Access roads, -areas and common areas

**Guidance:**

The plan for safety and health must describe which common safety measures, including volume and quality, there are established, where they are established and by whom. For example, quality requirements and quantity can be seen on the drawing. The plan must also must describe which contractors are responsible and how often the common measures are supervised.

Examples of quality requirements

- Access roads – coating/weight - must be able to withstand all weather conditions and the relevant load.

- The weight class and width of scaffolding for the different users. Must there be separate build stairs for traffic and/or coating of the scaffolding? E.g. if the scaffolding is to be changed during the building process, the changes must be described, including who is responsible for these changes and when they should be made. It also must be described which contractor is to supervise the scaffolding and keep them in order.

See in **Annex 7** Description of common safety measures/Common welfare measures. Annex 7 must be reviewed when changes occur.

## 13 Particularly risks and delimitation of these

### Guidance:

You describe the particularly **risks of the project/construction, and delimitation of these**. E.g. work with the possibility of exposure to noise, asbestos, epoxy, Polyurethane, lead from old paint, PCB, Methyl methacrylate. See also section 11.

View **Annex 8** Which is a checklist **for particularly dangerous work**. The list is not exhaustive. The description of particularly risks is continually reviewed as changes occur.

### Particularly dangerous work

This describes the status of risk assessment and prevention requirements at the design stage regarding the particular hazardous work, e.g. concrete component assembly or work in the height – crash hazard ([annex 1 of the Executive order of the designer and consultants](#))

In the interests of the other employers on the construction site, PSS must describe the specific measures that may be taken in the common areas where particularly dangerous work is carried out. As a minimum decisions about signs should be taken at least in the common areas where personal protective equipment is to be used so that others on the site do not accidentally enter these areas without protective equipment.

If there is a particular risk of exposure to harmful substances, fire, explosion, accidents, etc., the necessary coordination of emergency, evacuation and exercise plans shall be described, including who is responsible for the coordination.

Possible risks from the environment of the project must be described – e.g. if the project's neighbour is a wastewater treatment plant, traffic conditions and risks from using cranes from other construction projects.

Note that according to the Executive order of building sites, No. 1516 of 16 On 31 December 2012, § 7 paragraph 2, , the employer must - where a work involves special dangerous work - draw up a written assessment of the performance of the work. This is to be sure that the work can be done safe. Reference can be made to the use of **Annex 20** The employer's risk assessment.

### Particularly risks

Similarly, regarding the particular risks (noise, dust, etc.) this also must be described in the plan. The common areas can be the entire construction site, e.g. if an employees work with a very high level of noise.

## 14 Procedure for the control of installations, safety measures and particularly risks

### Guidance:

The plan for safety and health should specify the supervision / control of installations, safety measures and particularly risks which is to be continuously monitored; The **Frequency of the control** and **Who is responsible for carrying out the control**.

E.g. the Control of construction power, fire-extinguishing equipment, lifting gear, building elevators and technical aids to protect against falling. You must describe the procedures to be established for the control of safety measures. It is important to clarify, how to keep this control can supply / deepen the established OHS policy.

Note that regarding the control of the coordinator, the Rules stipulate that the supervision / control must be appropriate. Therefore it is not sufficient only to meet the requirements for inspections, up-start and safety meetings. Following up / supervision and control must ensure that the safety measures on the site are in order.

See in **Annex 9** regarding safety inspections and BFA B/A 's website: [www.bar-ba.dk](http://www.bar-ba.dk)

## 15 Emergency- and evacuation plans and mental first aid, etc.

### Guidance:

See attached **Annex 10** Which is a template for an emergency plan. It is important to remember to fill in the template with the local details of the exact address etc.

See Also **Annex 11** regarding traumatic events and mental first aid.

Date: (Insert date for making the PSS)

Date Revision: (Insert date of revision of PSS)

Responsible the preparation: (company name and address, CVR /RUT Number, contact name, telephone numbers and E-mail address)

Responsible revision: (company name and address, CVR /RUT Number, contact name, telephone numbers and E-mail address)

## 16 Annexes

Annex No.*	Name of annex
A	Checklist and guidance's – Risk assessment in the design phase
1	Organization chart

2	Organization diagram
3	Agenda and minutes Start-up meetings
4	Agenda and minutes Safety meetings
5	Checklist for building site drawing
6	Time schedule and staff plan
7	Overview and definition of common areas and measures
8	Particularly dangerous work - Checklist
9	The coordinators / client's safety inspections, summery and safety development
10	Emergency plan
12	Clients audit - Checklist client's obligations regarding plan for safety and health (PSS), the site, etc.
15	<ul style="list-style-type: none"> <li>• Safety folder – Danish</li> <li>• Safety folder - German</li> <li>• Safety folder - English</li> </ul>
17	Coordinator's OSH Services – agreements with the client regarding OSH services
18	Checklist for investigations of accidents and near-by accidents
19	Contractor's self-monitoring
20	Clients checklist for the contractor's risk assessment of particularly dangerous work
22	Evaluation of the construction project
24	Checklist for the Journal
25	<b>Template for plan for safety and health (PSS)</b>
27	Table of Contents for the clients OSH Guidelines, PSS etc. for Building projects

\*Not all Danish guidance's and checklists are translated into English therefore some Annexes / figures are missing.