

# INSTRUCTIONS

## HEALTH AND SAFETY PLAN

### 1. PURPOSE

The purpose of these instructions is to ensure compliance with the requirements for the health and safety plan (PSS) according to applicable legislation for Danish Road Directorate's construction/operating division.

Danish legislation and the Danish Road Directorate's policy for occupational health and safety mean that a health and safety plan (PSS) shall be prepared and updated for all construction projects, both large and small constructions and for some operational tasks.

The health and safety plan (PSS) shall ensure that all those working on the project are able to carry out their tasks under safe and healthy conditions, including with focus on particularly hazardous work, etc.

The health and safety plan (PSS) is a management tool for planning and coordination of health and safety work.

The instructions describe:

- The procedure for the preparation and updating of the health and safety plan (PSS)
- The structure and contents of the health and safety plan (PSS)

### 2. ACTIVITY DIAGRAM

HSC-D (Health and safety coordinator design/planning)

Folder structure for the health and safety plan (PSS)

Preparation of preliminary edition of the health and safety plan (PSS)

Transfer of the health and safety plan (PSS)

HSC-C (Health and safety coordinator construction/operations)

Update of the health and safety plan (PSS)

Distribution of health and safety plan (PSS)



### 3. DESCRIPTION

Activity	Description	Responsibility
	<b>HSC-D (Health and safety coordinator design/planning)</b>	
Folder structure for the health and safety plan (PSS)	<p>The folder for the health and safety plan (PSS) shall be structured so that it has up to 20 tabs: See the <a href="#">Tab for the health and safety plan (PSS)</a></p> <p>Front page is the same as for the other tender documents. Text: Health and safety plan.</p>	HSC-D
Preparation of preliminary edition of the health and safety plan (PSS)	<p>HSC-D will prepare a preliminary version of the health and safety plan (PSS) on the basis of the data available at the given time: The framework from the initial mapping, follow-up mapping and the health and safety plan.</p> <p>See <a href="#">Paradigm for the health and safety plan (PSS)</a></p> <p>The preliminary version of the health and safety plan (PSS) shall, as a minimum, include the following:</p> <ul style="list-style-type: none"> <li>• Health and safety plan (PSS), structure of tab dividers and revision list</li> <li>• Health and safety plan (PSS), Master document</li> <li>• Health and safety plan (PSS), (Annex 1): Time schedule</li> <li>• Health and safety plan (PSS), (Annex 2): Organisational chart</li> <li>• Health and safety plan (PSS), (Annex 3): Workplace address list</li> <li>• Health and safety plan (PSS), (Annex 4): Construction site layout</li> <li>• Health and safety plan (PSS), (Annex 5): Allocation of responsibility in the common areas</li> <li>• Health and safety plan (PSS), (Annex 6): Hazardous and particularly hazardous work</li> <li>• Health and safety plan (PSS), (Annex 7): Work process description</li> <li>• Health and safety plan (PSS), (Annex 8): Site emergency response plan</li> </ul>	HSC-D
Transfer of the health and safety plan (PSS)	<p>The health and safety plan (PSS) is transferred together with the transfer of general project documentation to responsible person in the supervision or in the operation as well as to the HSC-C.</p> <p>The preliminary version of the health and safety plan (PSS) is transferred from HSC-D to HSC-C together with the other documents relating to occupational health and safety.</p>	HSC-D
	<b>HSC-C (Health and safety coordinator construction/operations)</b>	



Activity	Description	Responsibility
Update of the health and safety plan (PSS)	<p>HSC-C continue working with the preliminary version of the health and safety plan (PSS). This is done by updating it with factual data since the call for tenders and then by updating it regularly during the contract term.</p> <ul style="list-style-type: none"> <li>• The health and safety plan (PSS), the structure of tab dividers and the revision list shall be updated and revised regularly.</li> <li>• Health and safety plan (PSS), (Annex 1): The Contractor submits a master time schedule and a detailed time schedule specifying particularly hazardous work. These shall be updated regularly</li> <li>• Health and safety plan (PSS), (Annex 2): The organisational chart is completed with the relevant companies and people and will be updated on an regular basis.</li> <li>• Health and safety plan (PSS), (Annex 3): The address list is completed with company names, CVR no., addresses, contact persons, telephone numbers, e-mail and compulsory training programs and will be updated on a regular basis.</li> <li>• Health and safety plan (PSS), (Annex 4): A continuous updating of drawing(s) for common areas shall be ensured. The Contractor will submit drawing of the layout of the site, including set down area, building sites and other relevant areas.</li> <li>• Health and safety plan (PSS), (Annex 5): Here the responsible company and person are inserted with specification of during which period(s) (with dates) the company is responsible for the specific area. Updated on an ongoing basis.</li> <li>• Health and safety plan (PSS), (Annex 6): The list will be updated on a regular basis in cooperation with the Contractor and in the event of design changes, changed choice of materials, changed methods, etc.</li> <li>• Health and safety plan (PSS), (Annex 7): The Contractor shall prepare work process descriptions for particularly hazardous work. These are prepared on an ongoing basis in line with activities involving particularly hazardous work.</li> <li>• Health and safety plan (PSS), (Annex 8): The site emergency response plan will be updated on an ongoing basis in line with the contract progress on the project. The site emergency response plan shall be displayed in a visible location on the site.</li> </ul> <p>All contractors shall submit contributions, see the above, to HSC-C and in accordance with the time limits specified in SWS Management and Cooperation. HSC-C inserts the Contractors' contributions under the respective tabs in the health and safety plan (PSS).</p> <p>Continuous updating shall be made if significant changes occur during the contract and made in the following way:</p> <ul style="list-style-type: none"> <li>• Updating of revision list</li> </ul>	HSC-C



Activity	Description	Responsibility
	<ul style="list-style-type: none"> <li>Replacing sections or annexes</li> <li>Inserting the new sections or annexes</li> </ul> <p>The individual contractors are responsible for updating their respective contributions for the health and safety plan (PSS) (Annexes 1, 2, 3, 4, 6, 7 and 8) and handing them over to HSC-C. Communication of changes is recorded in the minutes of coordinating safety meetings or site meetings.</p> <p>The health and safety plan (PSS) shall reflect the current conditions on the construction site and HSC-C incorporates annexes, input and comments/remarks from the employer/contractors on a regular basis.</p>	
Distribution of health and safety plan (PSS)	<p>The health and safety plan (PSS) is distributed so that there is at least one copy at:</p> <ul style="list-style-type: none"> <li>The contractors (main Contractor as well as subcontractor)</li> <li>The Employer's representative(s)</li> </ul> <p>Subcontractors, suppliers and carriers who stay in work areas for short periods of time may be disregarded. However, it is responsibility of the applicant (e.g. the earthwork contractor who has hired by carriers to transporting soil) to inform these about the health and safety plan (PSS).</p> <p>Distribution lists including company details are prepared – see annex for the <a href="#">Minutes of coordinating safety meetings</a>.</p> <p>The individual contractor is responsible for informing their own employees, and its health and safety representative about the contents of the health and safety plan (PSS) and ensure that the latest revision is being used.</p> <p>The plan including annexes shall be placed so that it is accessible to all employees of the relevant contractor.</p>	HSC-C

#### 4. DEFINITIONS

PSS: Health and safety plan

HSC-D: Health and safety coordinator under design/planning

HSC-C: Health and safety coordinator under construction/operations

#### 5. DOCUMENT CONTROL

Approved	Unit/network	Theme	Scheduled revision	Document no.	Access
KAKS, 5 January 2016	AD-ES / Occupational health and safety in accordance with builder's liability	Contract management	December 2017	13/19170 -1	[ ] Internal [ x ] External

