

# INSTRUCTION

## HEALTH AND SAFETY PLAN

### 1. PURPOSE

The purpose of this instruction is to ensure compliance with the requirements for the health and safety plan (PSS) according to applicable legislation for the 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 having 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 instruction describes:

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

### 2. ACTIVITY DIAGRAM

AMK-P (Health and safety coordinator design/planning)

Folder structure for health and safety plan (PSS)

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

Transfer of the health and safety plan (PSS)

AMK-B (Health and safety coordinator execution)

Update of health and safety plan (PSS)

Distribution of health and safety plan (PSS)

### 3. DESCRIPTION

Activity	Description	Responsibility
	<b>AMK-P (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>	AMK-P
Preparation of preliminary version of the health and safety plan (PSS)	<p>AMK-P 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 screening, follow-up screening and the File for health and safety issues.</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): Organisation chart</li> <li>• Health and safety plan (PSS), (Annex 3): Construction site 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 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>	AMK-P
Transfer of 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 Supervision or in Operations as well as to the AMK-B.</p> <p>The preliminary version of the health and safety plan (PSS) is transferred from AMK-P to AMK-B together with the other documents relating to occupational health and safety.</p>	AMK-P
	<b>AMK-B (Health and safety coordinator execution)</b>	
Update of health and safety plan (PSS)	AMK-B continues working with the preliminary version of the health and safety plan (PSS). This is done by updating it with factual data since invitation to tender and then by updating it regularly during the contract term.	AMK-B



Activity	Description	Responsibility
	<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), (Annexe 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), (Annexe 2): The organisational chart is completed with the relevant companies and people and will be updated on a regular basis.</li> <li>• Health and safety plan (PSS), (Annexe 3): The address list is completed with company names, CVR No., addresses, contact persons, telephone numbers, e-mail and compulsory training programmes and will be updated on a regular basis.</li> <li>• Health and safety plan (PSS), (Annexe 4): A continuous updating of drawing(s) for common areas shall be ensured. The Contractor will submit drawing of the layout of the construction site, including welfare facilities and on-site workstations area, structure sites and other relevant areas.</li> <li>• Health and safety plan (PSS), (Annexe 5): Here the responsible company and person are inserted with specification of which period(s) (with dates) the company is responsible for the specific area. Updated on a regular basis.</li> <li>• Health and safety plan (PSS), (Annexe 6): The list will be updated on a regular basis in collaboration with the Contractor and in the event of design changes, changed choice of materials, changed methods, etc.</li> <li>• Health and safety plan (PSS), (Annexe 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), (Annexe 8): The site emergency response plan will be updated on a regular basis in line with contract progress. The site emergency response plan shall be displayed in a visible location on site.</li> </ul> <p>All contractors shall submit contributions, cf. above, to AMK-B and in accordance with the time limits specified in SWS Management and Cooperation. AMK-B 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: Updating of revision list</p>	



Activity	Description	Responsibility
Distribution of health and safety plan (PSS)	<p>The health and safety plan (PSS) is distributed so that at least one copy is located at:</p> <ul style="list-style-type: none"> <li>The contractors (main Contractor as well as subcontractors)</li> <li>The Client'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 the responsibility of the applicant (e.g. the earthwork contractor who has hired carriers to transporting soil) to inform these about the health and safety plan (HSP).</p> <p>Distribution lists including company details are prepared – see Annexe 3 to the <a href="#">Minutes of coordinating safety meetings</a>.</p> <p>Each contractor is responsible for informing his own employees and 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>	AMK-B

#### 4. DEFINITIONS

PSS: Health and safety plan

AMK-P: Health and safety coordinator during design/planning

AMK-B: Health and safety coordinator during execution

RD: Danish Road Directorate

WEA: Danish Working Environment Authority

CVR No.: Equivalent of VAT No.

APV: Workplace assessment

APB: Workplace user instruction

GWS: General Work Specification

SWS: Special Work Specification

GWL: Groundwater level

#### 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 Client's liability	Contract Management	December 2017	13/19170-1	[ ] Internal [x] Eksternal

