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1 THE PURPOSE OF THIS SAFETY DOCUMENT

This safety document is drawn up for the purposes of planning, preparing and performing a construction project, as required by the Government Decree on the Safety of Construction Work (VNa 205/2009).

This document contains the necessary safety information related to the performing of a construction project and the nature and features of the project. Further, this document defines the rules for coordinating the work and work stages of different contractors so as to ensure the safety of the workers and any other persons moving about the construction site. The purpose of this document is to help the main developer in planning the occupational safety of the site.

2 OCCUPATIONAL SAFETY ORGANISATION

The contractor selected for the work will act as the main contractor and be in charge of the site management duties. The site management duties include all duties as per YSE 1998, such as the duties of the project supervisor as stated in the Government Decree on the Safety of Construction Work (VNa 205/2009).

The main contractor will draw up safety and construction site documents for the site in question and is responsible for keeping them up-to-date during the construction period. The documents must be available on site.

The main contractor sees to it that each member of the contractor’s and all subcontractors’ staff has been trained in the safety procedures and plans of the site before arriving on the site.

All subcontractors must appoint a competent manager for the site management and monitoring of all work carried out or commissioned by that subcontractor, as well as a substitute to the manager if required.

No duties of the project supervisor with regard to the construction site will transfer to the client or the developer either via this document or any other contract documents.

The developer will appoint a safety coordinator who will manage all the duties prescribed by the Government Decree on the Safety of Construction Work (VNa 205/2009) for a safety coordinator. The safety coordinator will work with the project supervisor in planning the safety of the construction site and the performance of the work. He or she will be notified of any changes or deviations to the information in this safety document.

The occupational safety organisation of the client holds the right to inspect the site conditions, interfere in any mismanagement and halt the work if needed.

As for safety, the objective is that no accidents occur. All accidents will be investigated and reported to the developer, as well.
3 LIABILITIES OF THE PROJECT SUPERVISOR

3.1 Advance notification

It is the project supervisor’s duty at the planning stage of the building project to submit advance notification to the occupational safety and health division at the Regional State Administrative Agency (VNa 205/2009 4§), if the contract period is more than one month and if more than 10 workers, including self-employed workers, are working on the site. The advance notification must be brought to the attention of the developer and it must be kept up-to-date and available on the construction site.

3.2 Safety planning of the construction work

It is the project supervisor’s duty at the planning stage of the building project to plan the performance of various jobs and work stages and the timing of them so that all work may be carried out safely and without endangering those working on the site or any other persons affected by the work (VNa 205/2009 10§). The safety plan must be drawn up in writing, kept up-to-date and be available to all contractors before they start their work.

3.3 Operation plan for the construction site

It is the project supervisor’s duty at the planning stage of the building project to plan the operation of the construction site. The central parts of the plan must be presented as the construction site plan, divided into stages if necessary (VNa 205/2009 11§). The construction site plan must be approved by the site supervisor and it must be presented at the latest in the first meeting. The plan must be kept up-to-date and be available to all contractors before they start their work.

3.4 Management of construction work

Insofar as is necessary for safety and health, the project supervisor must see to necessary site management, organising cooperation and communication, coordinating work and maintaining the general tidiness and order at the construction site (VNa 205/2009 12§).

3.5 Carrying out of construction work

The project supervisor must see to the implementation, monitoring and updating of the plans detailed in sections 3.2 and 3.3, as well as the division of work and cooperation between employers and self-employed workers. The project supervisor must seek to prevent risks to the safety and health of the workers by informing them of any possible dangers and making sure that the work can be carried out safely and without damaging the workers’ health. Moreover, the project supervisor must enable the performance of various work stages at the appropriate time (VNa 205/2009 13§).
4 SITE INSPECTIONS

4.1 Safety of machinery and equipment

The project supervisor must ensure that the machinery and equipment used in the construction work are appropriate for the work in question and meet the requirements imposed on them.

4.2 Inspections before first use

The project supervisor will perform inspections on the scaffoldings, gangways and lifting equipment before their first use, in writing.

4.3 Safety control

The project supervisor is responsible for the safety control of the site (so-called weekly inspection) in writing.

5 GENERAL SAFETY REGULATIONS OF THE SITE

5.1 Tidiness of the site

The site is to be kept orderly and tidy. Any waste or unnecessary items accrued on the construction site must be removed immediately. Each contractor is liable to take care of the tidiness and order of their own working space during working hours. Each contractor must maintain the stairs, gangways, passages, scaffolding platforms and other surfaces so that there is no danger of falling down, slipping or tripping.

5.2 Lighting

The site, particularly passage and drive ways, must be sufficiently lighted. Sudden and great differences in the level of lighting as well as blinding light must be avoided. The general lighting of the site is the responsibility of the project supervisor, while each contractor takes care of local lighting on his or her work space.

5.3 Fire or explosion hazard

Fire protection will be arranged as per the safety plan of the project supervisor. Necessary fire extinguishing and alarm systems must be kept on the site, as well as safety signboards, and instructions in case of fire. The project supervisor must appoint a person whose duty it will be to ensure there are enough people trained in initial fire control on the site.

Each contractor is obligated to pay particular attention to fire safety and act in such a way that there is no risk of a fire, and observe the occupational safety plan, the safety plan of the developer’s insurance company as well as the safety instructions provided by officials.
Each contractor takes care of the fire protection, fire safety, fire watching and post surveillance for at least two hours after any fire work has been carried out. Each contractor is responsible for providing necessary fire extinguishing equipment for when fire work is performed. Workers performing fire work must have appropriate fire work training and a valid fire work certificate relevant to the work in question.

Storing gas and liquid gas bottles or flammable liquids such as solvents etc. indoors or next to the building is forbidden. Storing such substances must be agreed with the supervisor beforehand. Both empty and full gas and liquid gas bottles must be kept upright.

5.4 Exits

In the event of danger, all workers must be able to leave their posts quickly and as safely as possible. Each contractor is for his or her own part responsible for keeping all exits unblocked and making sure they lead to a safe area as directly as possible.

5.5 Physical load

Each contractor is responsible for the choosing of methods and equipment so that the workers are not subjected to excessive physical load. This must be taken care of not only on one-time occasions, but particularly in long-term or repetitive tasks.

5.6 Hazardous factors

The machinery and equipment used on the site must be such that the noise emission or other physical or chemical hazards do not rise above the official limits set for them. The workers must be protected from chemical and physical hazards first and foremost through measures targeting machinery, equipment, methods and working conditions.

If hazardous substances or microflora appear on the site during construction work, the contractor must immediately notify the supervisor and take necessary protective action. Pulling down possible problem waste will be separately agreed during the work.

5.7 Need of personal protective equipment during construction work


A helmet and reflecting clothing must be worn on the site at all times.

Appropriate footwear, protective insoles or safety boots must be worn on the site. While working on floors etc., knee pads must also be used. Further, appropriate work gloves or other protective gear suitable for the work in question must be worn.
Protective glasses must be used in work where there is a risk of damage to the eyes. Construction site is generally an environment where it is recommended to wear protective glasses at all times.

In demolition work and other work where stone, plastic, metal or mould dust is released, breathing protection of the class p2 or higher must be used.
5.8 First aid and rescue equipment

The requirements regarding first aid and rescue equipment are given in VNa 205/2009 §74.

Necessary first aid equipment and enough staff with first aid training must be available on the site.

5.9 Staff facilities

Each contractor for his or her own part is responsible for ensuring that, taking into account the number of workers and the quality or duration of work, the site or its immediate surroundings have:

- enough drinking water and clean and proper drinking utensils
- proper, sufficiently warm washing water and washing utensils and, when special circumstances require it, enough washing and drying equipment
- facilities appropriate for the changing, storing and drying of clothes (separate facilities must be provided for men and women)
- separate room for eating, and unless food is provided on site, facilities for storing and heating food and drink
- properly equipped and clean toilet facilities

The rooms for eating and changing must be fitted with proper air-conditioning and the room temperature must be around 18°C.

5.10 Identification

Each worker must carry personal identification with a photo when moving on the site. The identification must give a tax number as per the starting date of the project and the enforcement of the decree. The identification must show whether the person is a company-employed worker or a self-employed worker. The company-employed workers’ identification must also show the name of the employer.

6 SCAFFOLDING, WORK PLATFORMS AND PASSAGE WAYS

6.1 Scaffolding

Each contractor is responsible for the planning, appropriateness, maintenance and durability of the scaffolding and supporting structures as per VNa 205/2009 §51.

6.2 Work platforms

Each contractor is responsible for the planning, appropriateness, maintenance and durability of the necessary work platforms as per VNa 205/2009 §30, however in such a way that it does not conflict with the construction site plan of the project supervisor.

6.3 Passage ways
Each contractor is responsible for the planning, appropriateness, maintenance and durability of their passage ways and transport routes as per VNa 205/2009 §31, however in such a way that it does not conflict with the construction site plan of the project supervisor.

The project supervisor makes sure that the rescue ways and residents’ passage is uninhibited throughout the construction period.

6.4 Ladders

One-piece ladders are not allowed as work platform. Using ladders must be planned as per VNa 205/2009 §32.

6.5 Protection from hazardous substances

Official regulations regarding the protection and target removal of scaffolding and work platforms must be observed in handling hazardous substances.

6.6 Protection from falling

When working in more than 2 metres’ height or in places where there is risk of falling, each contractor is liable to provide platforms fitted with protection against falls, man lifting equipment, protective netting, safety belts with ropes or other safety equipment or structures as per VNa 205/2009 §27–28.

6.7 Protection from falling objects

Where construction equipment or construction waste may fall on a work space or a passage way, each contractor is liable to provide appropriate railings, fencing, protective shelters or other safety equipment as per VNa 205/2009 §29.

6.8 Drive ways, unloading space, loading space and storage

The project supervisor is in charge of planning the drive ways as well as unloading and loading space and storage space on the site as per VNa 205/2009 §25.

7 MACHINERY AND LIFTING EQUIPMENT

7.1 Safety and placement

Each contractor is responsible for the appropriateness, protection, placement and safe usage of all lifting equipment, machinery and other technical devices used in their own work, while taking into account the construction site plan of the project supervisor for example when placing lifting equipment. User instructions of man lifting equipment must be available on the site.

7.2 Physical load on lifting equipment
The project supervisor must make sure that all lifting equipment carry identification data as well as the details of the maximum working load permitted and any other markings necessary for safe use.

7.3 Lifts

All lifting work must be preceded by a lifting work plan. Each contractor for his or her own part is responsible for ensuring that lifting work is carried out with caution and taking into account all factors affecting occupational safety, such as weather conditions, visibility and other special circumstances. Each contractor must also ensure that particular care is taken when preparing the load in order to avoid it falling.

8 ELECTRICAL EQUIPMENT

8.1 Electrical work during construction

The project supervisor must check that electrical equipment, such as cables, switchboards and lighting devices, are placed in such a way that they are not damaged or cause tripping or electric shock. Any cables crossing a drive way must either be appropriately protected or hung high enough.

All electrical installations must meet the electricity safety regulations.

8.2 Usage conditions of electrical equipment

Whenever electrical equipment is handled in risky working conditions, such as wet areas, inside confined metal containers or similar places, each contractor is obligated to take special safety measures regarding necessary protective equipment or permissible voltage, as is decreed in the electricity safety regulations.

9 ADDITIONAL REGULATIONS REGARDING VARIOUS WORK

9.1 General requirements and instructions

The contractor must see to it that all safety regulations for construction sites mentioned in the Government Decree on the Safety of Construction Work are observed.

9.2 Demolition work and waste

Before and during demolition work, the contractor must perform all necessary inspections and reinforcements of structures, disconnect electrical wiring, close and empty out gas pipes and containers and perform any other protective measures required.

During the demolition work, the contractor must monitor the structures and add reinforcements or protection as required. If necessary, the contractor must engage a structural engineer to evaluate the situation and give instructions for
proceeding in the work, putting up additional support or discontinuing the work.

Construction waste is to be sorted. Hazardous waste or other harmful waste must be treated according to the current official regulations.

9.3 Work requiring permit

The project supervisor must ensure that all workers on the site carry the required permits as well as professional experience for example in electrical, welding, fire, excavation and explosion work etc.

The project supervisor must draw up a control plan for all fire work.

10 TYPICAL OCCUPATIONAL SAFETY RISKS OF THE SITE

10.1 Description of work

The real estate is renovated completely. All surface structures indoors and outdoors are renewed. Thermal insulation plastering is built and the doors and windows renewed. Technical building services are renewed. The tiled roof is renewed. Underground drainage and rainwater runoff drainage are built. An extension to the building and a new car shelter are built. The garden area is renovated and a steel fence built.

10.2 Work stages consisting occupational safety risks typical of the site

- traffic adjacent to the site
- condition of lifting equipment or scaffolding
- security of digs
- scaffolding safety, risk prevention of persons or objects falling
- working in an area where machinery is used
- transferring and lifting construction materials, equipment, waste or machinery
- dust, noise and vibrations
- electrical equipment
- liquid gas safety
- fire safety
- chemical safety

10.3 Measures to remove safety risks

- traffic guidance
- protective covering and defining of the work space
- prevention of trespassing
- fitting digs with ramps and fences
- fitting scaffolding with railings and, if necessary, with safety harness
- written inspection of lifting equipment before use
- wearing personal protective gear
- fencing in and ensuring the safety of passage ways
- using machinery under supervision and locking them up for storage
- restricting dust and noise
- disconnecting electric wiring and appliances before demolition work
- storing chemicals in a locked space if needed
- observing fire work instructions
- reporting on issues which affect the use of the building

In Espoo, 24.1.2019

Signed: Matti Haikala, civil engineer/Doventus Oy