

# Construction and Civil Work Management

Standard



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## 1 Introduction

This standard describes the requirements to ensure the safety aspects of construction and civil work management activities are handled appropriately for any Construction Work.

Due to complex and varied legal aspects, local building regulations, civil regulations and standards which apply to construction activities, this standard focuses on the planning, implementation, and management of the Occupational, Health and Safety (OHS) aspects only.

Consideration shall be given to the size and complexity of individual projects.

Where local legislation exceeds requirements in this standard, local legislative requirements shall apply.

## 2 Definitions

**Construction work:** the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, or other maintenance (including cleaning) of a structure, and its demolition or decommissioning or dismantling.

**Contractor:** any person who carries on a trade, business or other undertaking, whether for profit or not, in connection with work undertaken or managed; and/or arranging for any other person to carry out or manage construction work under her/his control

**Construction site signage:** any signage used to raise awareness of safety issues on site with workers and members of the public. This could be in the form of warning signs or road traffic signage, as an example.

## 3 Responsibilities

The Responsible for leading any design, contract, and execution of Construction Work on behalf of Ericsson shall ensure that:

- the OHS requirements and risk assessment are incorporated into the project,
- the OHS Safety Plan is communicated to the contractor or any other party carrying out work on the project,
- an OHS responsible person is appointed to manage the implementation and monitoring of the OHS Safety Plan,
- non-compliance or deviations from the plan are corrected before work commences unless otherwise agreed in writing, and



- work is stopped when non-compliance or deviations from the plan are found during work unless otherwise agreed in writing.

## 4 Requirements

### 4.1 General

- No construction work shall commence without an OHS Safety Plan agreed between all relevant parties and meeting all local legal requirements.
- The OHS Safety Plan shall be reviewed in cases where there are material changes to the project plan.
- All workers shall be given OHS inductions prior to starting work on site.

### 4.2 OHS Safety Plan

An OHS Safety Plan shall be prepared as required and if applicable in accordance with local legislation.

The OHS Safety Plan shall include but not be limited to the following:

- general description of the work and duration of the project (project plan),
- task specific OHS documentation i.e. risk assessments of known or reasonably foreseeable risks, control measures, medical fitness requirements, emergency procedures, incident reporting and communication procedures,
- site environment conditions and vehicle access,
- description of the project activities e.g. working at heights, use of powers tools etc.,
- project specific roles and responsibilities: names, designation etc.,
- interface arrangements with the Customer representative,
- on site access controls,
- certification of workers competence e.g. climbers and electrical certification validation,
- site OHS inspection,
- emergency procedures and communications,
- site inductions of all workers and visitors,
- site safety rules and Customer site rule compliance,



- hygiene and welfare facilities,
- safety talks by supervisors,
- use of work permits where applicable,
- PPE selection, type and records keeping,
- use of portable electrical equipment, plant and lifting equipment certification,
- local legal requirements and compliance,
- ongoing records and updates to the OHS Safety Plan, and
- implementation of the OHS Safety Plan and monitoring with agreed frequency review/auditing schedules as defined with the project team.

#### **4.3 Start of construction phase**

Construction activities shall not start before the OHS Safety Plan has been prepared and agreed for the relevant project.

#### **4.4 Site management**

The appointed site responsible person shall ensure relevant co-operation between contractors to allow each party to comply with applicable statutory provisions and the OHS Safety Plan.

#### **4.5 Requirements and prohibitions**

Every employee or contractor shall:

- adhere to the site rules,
- promptly pass on any information to the designated representative(s) concerning risks arising from their activities and any such information the employee/contractor believes may have an impact on health and safety,
- report all incidents using the agreed procedures, and
- not commence work unless the OHS Safety Plan is fully understood.

### **5 Personal Protective Equipment**

Included in OHS Safety Plan.



6            **Medical fitness and response**

Included in OHS Safety Plan.

7            **Risk assessment and planning**

Included in OHS Safety Plan.

8            **Monitoring and review**

The OHS Safety Plan shall be updated and reviewed during and after project completion and submitted to the responsible manager(s).

9            **Records**

All records shall be kept in accordance with the requirements of the OHS Safety Plan.

10          **Change information**

- 1    Definitions updated
- 2    Responsibilities clarified