

Description of Services for

HEALTH AND SAFETY COORDINATION

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PREFACE

This description of services is used as a basis for agreements on health and safety coordination in connection with the planning, design and construction of building and civil works projects.

Generally, it should be possible to use the description of services directly without additions for all projects when the client has no special requirements.

It is recommended that General Conditions for Consultancy Services (ABR 18, ABR Abridged) or General Provisions in Consumer Contracts 2019 (GBF 19) be included in the contractual basis.

This description of services brings together the services, in accordance with the Danish Working Environment Authority's Executive Order no. 117 of 5 February 2013 on the Duties of the Client, which deals with health and safety coordination. For the client, the executive order applies in its entirety.

Duties and services in accordance with the Danish Working Environment Authority's Executive Order no. 110 of 5 February 2013 on the Duties of Designers and Consultants according to the Danish Working Environment Act are not included in this description of services.

The client's appointment of a health and safety coordinator during the design phase does not relieve the designers of their duties under the above-mentioned executive order. The project team's compliance with their duties is a prerequisite for the health and safety coordinator to fulfil its role as coordinator.

The description of services may form the basis for drawing up an agreement to transfer the client's tasks – not the client's legal responsibility – in connection with health and safety coordination.

The description of services does not refer to legislation and regulations governing specific building projects, public sector building projects, non-profit housing projects or civil works. Such legislation and regulations are assumed to serve as the basis for the actual building project or civil works.

Please note that the services to be provided by the health and safety coordinator include only those health and safety coordination services that are clearly defined as being included in the agreement between the client and the health and safety coordinator.

The description of services is used for both complex and less complex building and civil works projects. The framework and scope of the task must be agreed in relation to the size and complexity of the building and civil works project.

In addition to the services that are compulsory for the client under the Executive Order on the Duties of the Client, the description of services contains other possible services in the field of health and safety coordination that can be opted for.

Chapter 0 contains a glossary which defines selected terms used in the description of services.

Please refer to websites of the organisations, www.danskeark.dk and www.frinet.dk, for the latest editions of the publications and agreement forms. Please also refer to the Danish Working Environment Authority at www.at.dk.

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0. DEFINITIONS

The following terms related to health and safety coordination are used in this description of services and are to be understood as defined below.

For other definitions, please refer to the other descriptions of services published by the Danish Association of Architectural Firms and the Danish Association of Consulting Engineers.

Works and work stages

Works are the services provided by individual contractors and major suppliers (companies) within their own disciplines.

Work stages are the periods during which a contractor or supplier (company) delivers a contract (for separate works) according to the time schedule.

Health and safety

Covers the concepts of occupational health and safety.

Health and safety coordinator

A person who coordinates health and safety during design and/or during construction in accordance with the Executive Order on the Duties of the Client.

A health and safety coordinator for small construction sites must have expert knowledge of the particular building and civil engineering area, including knowledge of those involved in the project.

In addition to the above, a health and safety coordinator for medium-sized construction sites must have the necessary knowledge of health and safety issues in the particular building and civil engineering area.

In addition to the above, a health and safety coordinator for large construction sites must also have practical experience of managing building and civil works projects and have completed health and safety training for health and safety coordinators in the building and civil engineering area.

The health and safety coordinator during the design phase is denoted by (P).

The occupational health and safety coordinator during the construction (building and civil engineering phase) is denoted by (B).

In the Executive Order on the Duties of the Client, the coordinator is referred to as the client's coordinator.

In AB 18 and ABR 18, the coordinator is referred to as the safety coordinator.

Executive Order on the Performance of Work

Regulates the duties of employers (companies) in relation to health and safety when planning and organising the performance of work.

Executive Order on Building and Construction

Regulates the duties of employers (companies) in relation to health and safety in the planning and construction of building and civil works projects.

Executive Order on the Duties of the Client

Regulates the duties of the client in relation to health and safety in the design and construction of building and civil works projects.

Executive Order on the Duties of Designers and Consultants

Regulates the duties of designers and consultants in relation to health and safety in connection with investigation, consultancy, design and preparation of building and civil works projects.

Construction manager

Construction manager is the consultant or contractor engaged by the client to undertake the financial and time management of the building project and to ensure joint construction site activities.

According to the other descriptions of services, the construction manager has independent tasks in relation to health and safety and the health and safety coordinator.

Construction site size

The term construction site covers the demarcated area(s) within which building and civil works projects are carried out.

Small construction sites are defined as construction sites that have fewer than five employees at any one time.

Medium-sized construction sites are defined as construction sites that have between five and ten employees at any one time.

Large construction sites are defined as construction sites that have more than ten employees at any one time.

For small and medium-sized construction sites, there are no requirements for start-up and safety meetings, inspections and rounds. Furthermore, a Health and Safety Plan is only required if particularly hazardous work is to be carried out. This is specified under the individual services.

Site layout/plan

The terms site layout and site plan mean the same thing.

Both terms refer to the layout of the demarcated area in which building and civil works projects are carried out. The construction site is typically divided into traffic and work areas as well as storage and welfare areas and may include multiple levels as well as outdoor areas.

Client

According to the Executive Order on the Duties of the Client, the client is defined as the natural or legal person on whose behalf a building and civil works project is carried out.

Contractor and supplier design and consultancy

Where the contractor or supplier undertakes design or consultancy on matters of importance to health and safety in accordance with the Executive Order on the Duties of Designers and Consultants, they are included under the term designers and consultants.

Prevention principles

The general prevention principles concern the introduction of measures to encourage improvements in the safety and health of employees during work.

The prevention principles are available as appendices to the Executive Order on the Performance of Work, the Executive Order on Building and Construction, the Executive Order on the Duties of the Client and the Executive Order on the Duties of Designers and Consultants.

Common areas

Common areas include all areas of the construction site except for clearly demarcated areas where only one company is working. The term covers both shared access roads and driveways as well as shared work and storage areas and areas with welfare facilities.

Journal

The Journal covers any future works and must include a list of the special health and safety issues that should be taken into account when repairing and maintaining the completed building or civil works.

The list for the Journal may be prepared in collaboration with designers and consultants and be included in an overall Journal together with the description and list that must be prepared by designers and consultants in accordance with the Executive Order on the Duties of Designers and Consultants.

Coordination

Coordination is the collection and organisation of workflows, resources, etc. for a specific overall purpose.

The coordination of health and safety in accordance with the Executive Order on the Duties of the Client is limited to the health and safety coordinator ensuring, on behalf of the client, that the basis for the companies on the building or construction site to plan, organise and carry out the work in a safe and healthy manner.

Health and safety coordination log

The health and safety coordination log is a record of health and safety conditions at the interfaces between different works where health and safety must be taken into account and where there is a need for coordination of common areas and common safety measures.

The health and safety coordination log is prepared in connection with the coordination during the design phase and on the basis of the project and project material, which are the responsibility of the client, designers and consultants.

Any matters relating to the individual disciplines must be communicated to designers and consultants so that they can be handled in the project and be specified in the project material. Matters to be included in the coordination of the joint health and safety work on the construction site must be specified in the Health and Safety Plan. Matters that affect repair and maintenance of future works are transferred to the Journal.

If a log is to be used e.g. as documentation of completed health and safety coordination, the scope, content and level of detail must be specified in the agreement.

The health and safety coordination log does not deal with the registration of the health and safety matters that fall under the Executive Order on the Duties of Designers and Consultants.

Health and Safety Plan

The Health and Safety Plan is a management tool for the joint health and safety work on the construction site and includes an organisation plan, a site layout and a time schedule, as well as information on specific measures for particularly hazardous work and work processes and areas involving special risks.

Together with the project material, the Health and Safety Plan forms the basis for the establishment and organisation of the construction site and for the health and safety coordination of the building and civil works project.

Designers and consultants

Designers are defined in the executive order on the duties of designers and consultants as anyone who delivers a project that forms the direct basis for the construction of a building or civil works project, tasks relating to production facilities, tasks relating to technical aids and tasks relating to substances and materials.

In the Executive Order, consultancy means an opinion or statement of matters, which are of importance to health and safety.

Design manager

The design manager handles relations between the client, consultants and designers, including any design contractors and suppliers.

According to the other descriptions of services, the design manager handles independent tasks in relation to health and safety and the health and safety coordinator.

Order of works

Order of works means the planning of the individual works and work stages to be carried out simultaneously or consecutively.

Particularly hazardous work

Particularly hazardous work is a definition of the nature of the work in accordance with Appendix 1 of the Executive Order on the Duties of the Client and the Executive Order on Building and Construction.

Special risks and other special conditions

Special risks and other special conditions are a definition of the nature of the work in accordance with Appendix 1 of the Executive Order on the Duties of Designers and Consultants.

Company

The term is used in the Danish Working Environment Authority's guidelines on the working environment for contractors, suppliers, etc. with an independent CVR or RUT no. that undertake tasks on the construction site. The term is used for contractors and suppliers in this description of services.

Companies assume the employers' responsibility for the health and safety of their own employees and must participate in the health and safety cooperation on the construction site.

The companies must ensure that the measures for common areas agreed with the client or the other companies, cf. the Danish Executive Order on the Duties of the Client, are implemented and maintained and conduct effective inspection.

The companies' responsibility also applies to companies that do not have employees.

1. HEALTH AND SAFETY COORDINATION DURING THE DESIGN PHASE

Health and safety coordination during the design phase covers the statutory services during the design phase in accordance with the Executive Order on the Duties of the Client. Other services can be found in chapter 3.

Services that *can be* performed must be defined in the agreement between the client and the health and safety coordinator.

Health and safety coordination during the design phase is based on project material collected and prepared by the project managers and then continuously during the design phase. Design can also take place in parallel with construction and/or as detailed design by suppliers.

The health and safety coordinator obtains information about the client's specific health and safety requirements that may affect the coordination.

The health and safety coordinator facilitates the contact between the client, designers and consultants regarding health and safety coordination and reports directly to the client, independently of contractual and organisational relationships.

If the scope of the services is not defined in the material from the client, the health and safety coordinator must determine the scope prior to entering into the agreement with the client.

1.1 Contents

The content of this section summarises the statutory tasks, that are handed over to the health and safety coordinator, in accordance with the Executive Order on the Duties of the Client. Services related to the individual points are described in the following sections.

The health and safety coordinator must coordinate that the general principles of prevention in the field of health and safety are taken into account in the design, investigation and preparation of building and civil works projects, particularly in relation to:

- The architectural, technical and/or organisational choices regarding the planning of the various works or work stages to be carried out simultaneously or consecutively.
- The assessment of the period of time allocated to complete the various works or work stages.

The health and safety coordinator must draw up a Health and Safety Plan, which includes an organisation plan, a site plan and a time schedule, and which contains specific measures for particularly hazardous work.

The health and safety coordinator must prepare a Journal of the specific health and safety issues that should be taken into account for any future repair and maintenance work.

The health and safety coordinator must assist the client in ensuring that the investigations and planning are carried out to form the basis for the establishment and layout of the construction site and the health and safety coordination.

The health and safety coordinator must assist the client in defining where and when several companies will be working simultaneously on the construction site.

The health and safety coordinator must hand over the Health and Safety Plan to the health and safety coordinator who will coordinate during the construction phase.

1.2 Coordination during the design phase

The health and safety coordinator must coordinate health and safety conditions at the interfaces between several disciplines and works where health and safety must be taken into account and where there is a need for coordination of common areas and common safety measures.

The health and safety coordinator must coordinate health and safety in relation to the construction site surroundings, including external influences and at interfaces between multiple construction sites.

The health and safety coordinator may participate in meetings with the client, design manager, designers and consultants. The scope must be defined in the agreement between the client and the health and safety coordinator.

Project and working languages other than Danish, including both written and spoken, must be defined in the agreement between the client and the health and safety coordinator.

1.2.1 Health and Safety Plan

The health and safety coordinator prepares the Health and Safety Plan in close coordination with the design and in such a way that the project material, which is the responsibility of the designer and consultants, and the Health and Safety Plan, are adapted to each other during the design process.

The health and safety coordinator collects information for the Health and Safety Plan from the client, design manager, designers and consultants.

Where the project is divided into sub-projects, the Health and Safety Plan must cover all sub-projects.

The health and safety coordinator submits the Health and Safety Plan to the client for review.

The health and safety coordinator hands over the Health and Safety Plan to the health and safety coordinator during the construction phase. The handover must address the demarcation of common areas and common safety measures, as well as particularly hazardous work and work processes and areas with special risks that have an impact on the overall health and safety on the construction site. The handover must take place prior to the start of the construction site as well as on an ongoing basis to the extent that design is taking place in parallel with construction.

On small and medium-sized construction sites, the health and safety coordinator only needs to prepare the Health and Safety Plan for the particularly hazardous work.

1.2.1.1. Organisation plan

The health and safety coordinator prepares a draft organisation plan based on information obtained from the client and the design manager.

The health and safety coordinator attaches the organisation plan to the Health and Safety Plan.

1.2.1.2 Site plan

The health and safety coordinator contributes to the design manager's preparation of site plan(s).

The health and safety coordinator ensures that the design manager's specifications and information on the site plan(s) are sufficient for the work and work stages to be planned, organised and carried out safely.

The health and safety coordinator ensures that specifications on the site plan(s) are consistent with the information incorporated into the Health and Safety Plan.

The health and safety coordinator informs the client and the design manager of any health and safety implications of the site plan(s) prepared.

The health and safety coordinator attaches the site plan(s) to the Health and Safety Plan.

1.2.1.3 Time schedule

The health and safety coordinator ensures that specifications in the main time schedule for construction are consistent with the information incorporated into the Health and Safety Plan.

The health and safety coordinator ensures that the planning and organisation of the individual works and work stages in the main time schedule are consistent with the prepared site plan(s).

The health and safety coordinator attaches the main time schedule to the Health and Safety Plan.

1.2.1.4 Common areas and common safety measures

The health and safety coordinator coordinates common areas and common safety measures at the interfaces between the various disciplines and works on the basis of information obtained from the client, design manager, designers and consultants.

In the Health and Safety Plan, the health and safety coordinator must specify common areas on the construction site where several companies will be staying and working at the same time and ensure that it is clear which company is in charge of the common areas.

In the Health and Safety Plan, the health and safety coordinator must specify common safety measures in common areas, including fire prevention measures, as well as any common welfare measures. The health and safety coordinator must ensure that it is clear which company is responsible for establishing, maintaining and removing the individual measures, including the extent of the measures and the temporal extent of the company's responsibility.

The health and safety coordinator must ensure that the Health and Safety Plan also includes safety measures to counteract any influences from the construction site surroundings as well as conditions shared with any neighbouring construction sites.

1.2.1.5 Particularly hazardous work and special risks

The health and safety coordinator must help ensure that any special risks and existing installations on the construction site are identified, assessed and managed by the client, design manager, designers and consultants so that this information can be included in the coordination.

The health and safety coordinator must specify particularly hazardous work, as well as work processes and areas with special risks in the Health and Safety Plan and ensure that it is clear which company is responsible for common safety measures in connection with the construction of these works.

The health and safety coordinator must ensure that the specifications on particularly hazardous work and work processes and areas with special risks are adequate to ensure that work and work stages can be planned and organised safely and without exposing employees from other companies on the construction site to safety or health risks.

The health and safety coordinator obtains information about special risks and other special conditions from the project manager, designers and consultants and ensures consistency between the information in the project, which is the responsibility of the designers and consultants, and the information incorporated into the Health and Safety Plan.

1.2.1.6 Procedure for regular checks

The health and safety coordinator must ensure that a procedure is established for regular checks of the construction site installations, safety measures and special risks that need to be checked on a regular basis.

1.2.1.7 Checking and coordinating emergency, evacuation and drill plans

The health and safety coordinator must ensure that the Health and Safety Plan can specify who checks and coordinates emergency, evacuation and drill plans.

For particularly tall buildings, the health and safety coordinator must obtain information on fire prevention, evacuation and response from the design manager, designers and consultants and incorporate it into the Health and Safety Plan.

1.2.2 Journal

The health and safety coordinator prepares the Journal in close coordination with the design and in such a way that the project material, which is the responsibility of the designer and consultants, and the Journal are adapted to each other during the design process.

The health and safety coordinator collects information for the Journal from the client, design manager, designers and consultants.

The Journal must include a list of the specific health and safety issues that should be taken into account for future works.

The health and safety coordinator coordinates that any future works, including repair and maintenance of the completed building or civil works, can be carried out in a safe and healthy manner.

Where the project is divided into sub-projects, the Journal must include all sub-projects.

The health and safety coordinator hands over the Journal to the client at the end of the design phase.

1.3 Commissioning and operation

The health and safety coordinator may participate in commissioning and operational meetings. The scope must be defined in the agreement between the client and the health and safety coordinator.

The health and safety coordinator may supplement the Journal with matters relating to commissioning and operation. The scope must be defined in the agreement between the client and the health and safety coordinator.

1.4 Authorities

The health and safety coordinator may assist the design manager in any contact with authorities that have an impact on health and safety coordination. The scope of services must be defined in the agreement between the client and the health and safety coordinator.

1.5 Programming

The health and safety coordinator contributes to the design manager's preparation of the main time schedule for the design phase in relation to designers' and consultants' services related to health and safety and their contribution to the Health and Safety Plan and Journal.

The health and safety coordinator contributes to the design manager's preparation of the main time schedule for the tendering and construction of the building and civil works project, including coordinating that the prevention principles are taken into account in the order of works and work stages and in the periods allocated for construction. The health and safety coordinator ensures that periods of particularly hazardous work are specified in the construction main time schedule.

The health and safety coordinator ensures that the main time schedules specify when health and safety coordination starts and ends, as well as key deadlines for coordination.

The health and safety coordinator informs the client and the design manager of any health and safety implications of the main time schedules for design, tendering and construction.

1.6 Cost management

The scope of the health and safety coordinator's financial powers, if any, during the design phase can be defined in the agreement between the client and the health and safety coordinator.

1.7 Quality assurance

The occupational health and safety coordinator continuously reviews and evaluates their own services and their basis.

The health and safety coordinator may prepare documentation for completed quality assurance and hand it over to the client. The scope must be defined in the agreement between the client and the health and safety coordinator.

The health and safety coordinator may participate in interdisciplinary project reviews. The scope must be defined in the agreement between the client and the health and safety coordinator.

1.8 Project documentation

Depending on the nature and size of the project, the health and safety coordinator prepares or collates the following documentation:

- Health and Safety Plan.
- Organisation plan.
- Site plan(s) for the phases of the building and civil works project.

- Time schedule (construction main time schedule) indicating periods of particularly hazardous work.
- Journal for future repair and maintenance of the completed building or civil works.

Health and safety coordination can also be documented through minutes from meeting attendance or meetings held, digital comments on project material and/or other agreed documentation. The scope of documentation must be defined in the agreement between the client and the health and safety coordinator.

Project documentation on small and medium-sized construction sites may be defined in the agreement between the client and the health and safety coordinator.

File formats must be defined in the agreement between the client and the health and safety coordinator.

1.9 Client

The client must help ensure that it is clear who is responsible for any interfaces between the various project parts if the client has several designers and consultants carry out a building and civil works project.

The client must ensure that the project managers allocate the necessary resources for collaboration with the health and safety coordinator.

The client must ensure that it is clear to the recipient of the health and safety coordinator's instructions when the instructions are given as part of the planning, definition and coordination for which the client is responsible in accordance with the Executive Order on the Duties of the Client.

The client must ensure that the health and safety coordinator has access to all the information necessary to perform the agreed coordinator tasks.

The client must ensure that interpretation/translation is provided into any working languages other than the languages defined in the agreement between the client and the health and safety coordinator.

The client must provide or approve the model Health and Safety Plan at the start of the design process. The client must approve the health and safety coordinator's Health and Safety Plan and must ensure adequate handover to the health and safety coordinator during construction.

The client must provide or approve the model Journal at the start of the design process. The client must approve the Health and Safety Coordinator's Journal and must ensure that it is passed on to the health and safety coordinator during construction.

The client must ensure that the design manager prepares and updates the site plan(s) for the tendering and construction of the building and civil works project.

The client must ensure that the design manager prepares and updates the main time schedule for the tendering and construction of the building and civil works project.

The client must ensure that an agreement is made with the individual companies about who is responsible for establishing, maintaining and removing the various safety measures in the common areas.

The client must involve the health and safety coordinator in the project review if AB 18 and/or ABR 18 is applicable. The scope must be defined in the agreement between the client and the health and safety coordinator. When using

ABT 18, the involvement of the health and safety coordinator may be agreed separately.

The client may convene or attend meetings with the health and safety coordinator. The scope must be defined in the agreement between the client and the health and safety coordinator.

2. HEALTH AND SAFETY COORDINATION DURING THE CONSTRUCTION PHASE

Health and safety coordination during the construction phase deals with the statutory services during the building and civil works phase (construction) in accordance with the Executive Order on the Duties of the Client. Other services can be found in chapter 3.

Services that *can be* performed must be defined in the agreement between the client and the health and safety coordinator.

Health and safety coordination during the construction phase is based on the coordination that has taken place during the design phase and in close collaboration with the construction manager and the companies on the construction site.

The health and safety coordinator obtains information about the client's specific health and safety requirements that may affect the coordination.

The health and safety coordinator facilitates the contact between the client, construction manager and companies regarding health and safety coordination and reports directly to the client, independently of contractual and organisational matters.

If the scope of the services is not defined in the material from the client, the health and safety coordinator must determine the scope prior to entering into the agreement with the client.

2.1 Contents

The content of this section summarises the statutory tasks, that is handed over to the health and safety coordinator, in accordance with the Executive Order on the Duties of the Client. Services related to the individual points are described in the following sections.

The health and safety coordinator must help ensure that the Health and Safety Plan is handed over from the health and safety coordinator who coordinated during the design phase.

The health and safety coordinator must convene and organise start-up meeting(s) with all companies that will be working on the construction site.

The health and safety coordinator must convene, organise and chair safety meetings and prepare and distribute minutes of the meetings.

The health and safety coordinator must coordinate the planning of the various works or work stages that are to be carried out simultaneously or consecutively.

The health and safety coordinator must coordinate the organisation of cooperation between companies and the coordination of activities aimed at protecting employees.

The health and safety coordinator must coordinate that companies apply the prevention principles in a coherent way.

The health and safety coordinator must coordinate that companies use the Health and Safety Plan.

The health and safety coordinator must coordinate companies' checks to ensure that the work processes are carried out according to the regulations.

The health and safety coordinator must continuously update the Health and Safety Plan and ensure that the Health and Safety Plan is accessible.

The health and safety coordinator must adapt the Journal if any changes are made.

The health and safety coordinator must ensure that the coordination on the construction site works and that agreements and decisions are honoured.

The health and safety coordinator must conduct safety rounds.

The health and safety coordinator must take the necessary measures to ensure that only authorised persons have access to the construction site.

2.2 Coordination during the construction phase

The health and safety coordinator must coordinate health and safety conditions at the interfaces between several disciplines and works where health and safety must be taken into account and where there is a need for coordination of common areas and common safety measures.

The health and safety coordinator must coordinate the companies' measures to promote the health and safety of employees in the common areas.

The health and safety coordinator must coordinate health and safety in relation to the construction site surroundings, including external influences and at interfaces between multiple construction sites.

The health and safety coordinator may participate in meetings with the client, designers, consultants, the construction manager and companies on the construction site. The scope must be defined in the agreement between the client and the health and safety coordinator.

Project and working languages other than Danish, including both written and spoken, must be defined in the agreement between the client and the health and safety coordinator.

2.2.1 Health and Safety Plan

The health and safety coordinator must update the Health and Safety Plan as the building and civil works project progresses and site conditions change. Information for the update must be obtained from the client, the construction manager and the companies on the construction site.

The health and safety coordinator must also update the Health and Safety Plan if, after handover, any changes are made in the design that affect the planning and coordination of the construction site.

The health and safety coordinator must ensure that the Health and Safety Plan is available to all companies and their employees on the construction site, as well as to the client, throughout the construction period.

2.2.1.1 Organisation plan

The health and safety coordinator must update the organisation plan based on information obtained from the construction manager and received from the companies on the construction site. The organisation plan must contain information about all companies that will be carrying out work on the construction site and that must be involved in the coordination.

2.2.1.2 Site plan

The health and safety coordinator contributes to the construction manager's update of the site plan(s) based on information from the companies on the construction site and agreements from the safety meetings.

The health and safety coordinator ensures that the site plan(s) reflect the current conditions on the construction site and that the layout is in accordance with the agreements made regarding responsibility for common areas and the establishment of common safety measures.

The health and safety coordinator ensures that the construction manager's specifications and information on the site plan(s) are sufficient for the work and work stages to be planned, organised and carried out safely.

The health and safety coordinator informs the client and the construction manager of any health and safety implications of the site plan prepared.

The health and safety coordinator ensures that the site plan(s) are available along with the Health and Safety Plan.

2.2.1.3 Time schedule

The health and safety coordinator ensures that specifications in the detailed time schedule are consistent with information in the Health and Safety Plan.

The health and safety coordinator ensures that the planning and organisation of the individual works and work stages in the main time schedule are consistent with the current conditions on the construction site and the updated site plans.

The health and safety coordinator uses the detailed time schedule to ensure that only companies that are scheduled to perform work have access to the construction site.

The health and safety coordinator ensures that the detailed time schedule is available along with the Health and Safety Plan.

2.2.1.4 Common areas and common safety measures

The health and safety coordinator obtains information on the extent of the periods during which companies on the construction site are responsible for common areas and common safety measures in the site manager's detailed time schedule and incorporates them into the Health and Safety Plan.

The health and safety coordinator must update the definition of the allocation of responsibilities for common areas and common safety measures, including fire prevention measures, as well as any common welfare measures, if the agreements that the client has made with the various companies or the agreements that the companies have made between themselves change.

2.2.1.5 Particularly hazardous work and special risks

The health and safety coordinator must update information on particularly hazardous work and work processes and areas with special risks if changes are made to the project or in the order of works and work stages that affect the planning and coordination of the joint health and safety work on the construction site.

The health and safety coordinator obtains information about particularly hazardous work and work processes and areas involving special risks at the companies and ensures that the planned work and the planned common safety measures are consistent with the information in the Health and Safety Plan.

2.2.1.6 Procedure for regular checks

The health and safety coordinator must ensure that the procedure for regular checks of installations, safety measures and special risks is updated to the extent that changes are made on the construction site that affect the procedure.

2.2.1.7 Checking and coordinating emergency, evacuation and drill plans

If necessary, the health and safety coordinator must include the companies' emergency, evacuation and drill plans in the Health and Safety Plan and specify who is responsible for checking and coordinating the various plans.

For particularly tall buildings, the health and safety coordinator must obtain information from the construction manager about any changes to fire prevention, evacuation and response and incorporate it into the Health and Safety Plan.

2.2.2 Journal

The health and safety coordinator adapts the Journal as necessary if project changes are made that affect the repair and maintenance of the completed building or civil works.

The health and safety coordinator collects information for adapting the Journal from the client and the construction manager.

The health and safety coordinator must deliver the final Journal when the building or civil works is completed and handed over for use.

2.2.3 Start-up meetings

Start-up meetings must be held with all companies before the companies' work on the construction site begins, regardless of when the work starts.

At the start-up meetings, the health and safety coordinator must inform the companies about the common health and safety conditions on the construction site and the companies' responsibilities.

The scope of start-up meetings must be defined in the agreement between the client and the health and safety coordinator.

On small and medium-sized construction sites where start-up meetings are not required, the scope may be defined in the agreement between the client and the health and safety coordinator.

The health and safety coordinator may document the organisation of start-up meetings through minutes, checklists or other agreed documentation. The scope must be defined in the agreement between the client and the health and safety coordinator.

2.2.4 Safety meetings

Safety meetings must be held with all companies performing work on the construction site.

Safety meetings must be held from the start of construction until the work on site is completed. On large construction sites, regular safety meetings must be held at least fortnightly.

The health and safety coordinator must organise extraordinary safety meetings as needed. The scope of safety meetings beyond fortnightly and the scope of extraordinary safety meetings must be defined in the agreement between the client and the occupational health and safety coordinator.

The health and safety coordinator must coordinate how the companies have planned and implemented safety measures to promote the health and safety of employees in the common areas in the coming period.

The health and safety coordinator must present the updated Health and Safety Plan to the companies so that it can be included in the discussions at safety meetings.

On small and medium-sized construction sites where safety meetings are not required, the scope can be defined in the agreement between the client and the health and safety coordinator.

2.2.5 Appropriate checks

2.2.5.1 Safety rounds

The health and safety coordinator must conduct safety rounds at least fortnightly in collaboration with the companies and their health and safety organisations on the construction site.

The health and safety coordinator must discuss the results of safety rounds at safety meetings, where it must also be agreed who will participate in the safety rounds.

The scope of safety rounds beyond fortnightly must be defined in the agreement between the client and the health and safety coordinator.

The health and safety coordinator may document the results of safety rounds in the form of photo documentation, checklists or other agreed documentation, including, for example, a web solution for rounds. The scope and form must be defined in the agreement between the client and the health and safety coordinator.

On small and medium-sized construction sites where safety rounds are not required, the scope may be defined in the agreement between the client and the health and safety coordinator.

2.2.5.2 Presence and contact on the construction site

The health and safety coordinator must be present and in contact with the companies on the construction site on an ongoing basis.

The presence and contact of the health and safety coordinator must be sufficient to ensure the necessary coordination of health and safety in relation to the various works and work processes taking place on the construction site.

In the contact with the companies, the health and safety coordinator must include the prevention principles that apply to the companies working on the construction site.

The extent of presence and contact on the construction site must be defined in the agreement between the client and the health and safety coordinator.

2.2.5.3 Supervision and follow-up in relation to common areas and common safety measures

The health and safety coordinator must continuously supervise and follow up that the coordination is working as intended and that the companies are complying with agreements on common areas and agreements to establish, maintain and remove common safety measures.

The health and safety coordinator's supervision and follow-up must be sufficient to ensure that the conditions in the common areas and the common safety measures are such that work and traffic in common areas can be carried out in a safe and healthy manner.

The scope of supervision and follow-up must be defined in the agreement between the client and the health and safety coordinator.

On small and medium-sized construction sites where supervision and follow-up are not required, the scope may be defined in the agreement between the client and the health and safety coordinator.

2.3 Commissioning and operation

The health and safety coordinator may participate in commissioning and operational meetings. The scope must be defined in the agreement between the client and the health and safety coordinator.

The health and safety coordinator may supplement the Journal with matters relating to commissioning and operation. The scope must be defined in the agreement between the client and the health and safety coordinator.

2.4 Authorities

The health and safety coordinator may assist the construction manager with any contacts to and from authorities.

The scope of other services regarding contacts to and from authorities that have an influence on the health and safety coordination must be defined in the agreement between the client and the health and safety coordinator.

The health and safety coordinator may assist the client in notifying the construction site to the Danish Working Environment Authority before work begins. The scope must be defined in the agreement between the client and the health and safety coordinator.

2.5 Programming

The health and safety coordinator contributes to the construction manager's updating of the main time schedule for the building and civil works project and the preparation of the overall detailed time schedule and ensures that periods of particularly hazardous work are specified.

The health and safety coordinator regularly contributes to the construction manager's update of the detailed schedule based on the coordination and agreements made at safety meetings.

The health and safety coordinator informs the client and the construction manager of any health and safety implications of the detailed time schedule prepared.

2.6 Cost management

The scope of the health and safety coordinator's financial powers, if any, during the construction phase must be defined in the agreement between the client and the health and safety coordinator.

2.7 Quality assurance

The health and safety coordinator continuously quality assures and evaluates its own services and their basis.

2.8 Project documentation

Depending on the nature and size of the project, the health and safety coordinator updates, prepares, sends or collates the following documentation:

- Health and Safety Plan.

- Organisation plan.
- Site plan(s) for the phases of the building and civil works project.
- Time schedule (detailed time schedule) specifying periods of particularly hazardous work.
- Safety meeting minutes.
- Adapted Journal for future repair and maintenance of the completed building or civil works.

Health and safety coordination can also be documented through minutes from meeting attendance or meetings held, start-up meetings, safety rounds, digital comments on project material and/or other agreed documentation. The scope of documentation must be defined in the agreement between the client and the health and safety coordinator.

Project documentation on small and medium-sized construction sites may be defined in the agreement between the client and the health and safety coordinator.

File formats must be defined in the agreement between the client and the health and safety coordinator.

2.9 Client

The client must help ensure that the companies can carry out the building and civil engineering work in a fully responsible manner in terms of health and safety.

The client must ensure that the project managers allocate the necessary resources for collaboration with the health and safety coordinator.

The client must ensure that it is clear to the recipient of the health and safety coordinator's instructions when the instructions are given as part of the planning, definition and coordination for which the client is responsible in accordance with the Executive Order on the Duties of the Client.

The client must ensure that the health and safety coordinator has access to all the information necessary to perform the agreed tasks, including changes during the design phase that affect the planning and coordination of the joint health and safety on the construction site.

The client must agree on the extent of the health and safety coordinator's powers to stop works and work processes that are not carried out according to the regulations.

The client must ensure that interpretation/translation is provided into any working languages other than the languages defined in the agreement between the client and the health and safety coordinator.

The client must approve the Health and Safety Plan prior to the start of construction and then ensure that it is continuously updated as the building and civil works project progresses.

The client must approve the project's final Journal on completion of the building and civil works project.

The client must ensure that the construction manager updates the site plan(s) during the construction phase.

The client must ensure that the construction manager updates the main time schedule for the building and civil works project and prepares and updates the overall detailed time schedule for the construction.

The client must ensure that the construction site is notified to the Danish Working Environment Authority if warranted by the duration and workload of the project.

The client must involve the health and safety coordinator in the project review if AB 18 and/or ABR 18 is applicable. The scope must be defined in the agreement between the client and the health and safety coordinator. When using ABT 18, the involvement of the health and safety coordinator may be agreed separately.

The client may convene or attend meetings with the health and safety coordinator. The scope must be defined in the agreement between the client and the health and safety coordinator.

3. OTHER SERVICES

The health and safety coordinator may, if agreed with the client, provide the following services or, on behalf of the client, arrange for such services to be provided by other parties.

If the client wishes to include one or more of the services listed below, it is assumed that the service is clearly defined in the agreement between the client and the health and safety coordinator, including the scope of the services and any documentation.

The client must ensure that any deliverables that affect the health and safety coordinator's performance of other services are coordinated with the project managers on the project providing these services.

3.1 Emergency, evacuation and drill plans

Participation in the testing of companies' emergency, evacuation and drill plans for emergency response in the event of fire and personal injury.

3.2 Site plan

Management of the design manager's services in relation to the design of site plan(s) for the phases and stages of the building and civil works project based on information obtained from the client, the design manager, designers and consultants.

Management of the construction manager's service in relation to updating the site plan(s) for the phases and stages of the building and civil works project based on information obtained from the client, the construction manager and companies on the construction site.

3.3 Introduction to health and safety on the construction site

Preparation of material for and organisation of a health and safety introduction for all employees on the construction site.

The introduction is a joint supplement to the start-up meetings and may include the client's health and safety policy, general health and safety rules and conditions for the relevant construction site.

3.4 Campaigns

Planning, execution and follow-up of interdisciplinary health and safety campaigns on the construction site, including visual campaigns or organisation of joint meetings and other meetings with specific purposes.

3.5 Process description for health and safety coordination

Preparation of an independent process description for health and safety coordination for a specific building and civil works project.

3.6 Project review, design

Review of the prepared project material in order to assess whether the material fulfils the requirements for prevention and information on health and safety matters in accordance with the Executive Order on the Duties of Designers and Consultants.

The health and safety coordinator informs the person responsible for the review of any special or risky issues found during the review.

3.7 Special meeting activities

Participating in and/or planning and organising special meetings with the various project managers during the design and/or construction phase.

3.8 Foreign labour

Management of foreign labour, including e.g. introduction to and guidance on the Danish Working Environment Act and/or assistance with visits from authorities in connection with e.g. RUT (Register for Foreign Service Providers).

3.9 Workshop

Participating in and/or planning and organising workshops. Workshops may include planning the order of works and work stages, planning safety measures at interfaces between different disciplines and works, and planning the layout of the construction site.

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