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COORDINATION RESPONSIBILITY

Ref.: Swedish Work Environment Act, Section 3, §§ 6-7, Section 7, § 6 and AFS, 1999:3 Building and construction work,

Purpose

Describes what is applicable as regards coordination responsibility, as well as how we at Teracom AB handle this when other employers carry out assignments in our facilities or when we carry out assignments in the facilities of others.

Coordination responsibility and practical application within Teracom AB

When more than one employer is represented at a single workplace, they must cooperate in order to achieve satisfactory working environment conditions. Each is also responsible for not causing risks to anyone else working there.

If any party is deemed to be in control of the workplace (in our facilities this is normally Teracom AB), that party is also responsible for coordination.

Information about coordination responsibility must then be posted at the workplace.

In brief, coordination responsibility entails:

- coordinating risk prevent work
- being responsible for scheduling in order to prevent risks when several activities are planned in the same location
- being responsible for sufficient shared safety devices being present and maintained
- ensuring that there are sufficient joint safety regulations
- clarifying how special safety devices are to be executed and used

Others who work at the workplace must comply with those instructions issued by the coordination manager.

Each individual employer retains working environment responsibility for its own personnel.

Coordination at Teracom AB

Within Teracom AB, the manager who is immediately responsible for the workplace in question must monitor to ensure that the tasks included within the coordination responsibility are executed. This assumes that the correct delegation of working environment tasks has been carried out in accordance with the procedure Responsibility for and delegation of working environment tasks.

Placement customers must notify Teracom AB if any major changes/work are planned. Ongoing work is notified via the Operations Center.

When our facilities are not staffed with personnel from Teracom AB, and a situation arises where more than one employer is on site to carry out assignments, the following applies:

- They must cooperate to minimize common risks.
- Everyone must be responsible for their own safety, but must also work to prevent injury to others.
- Everyone must comply with Teracom's safety instructions, which apply when accessing our facilities.

If a customer owns or otherwise has a building on our land at its disposal (hires), in which various

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companies conduct operations at the same time, the customer must coordinate the activities in “its” building.

Building and construction work at Teracom AB’s facilities

Regulation AFS 1999:3 regarding Building and construction work includes extensive rules (some of them directly punishable) that must be taken into consideration before the commencement of major projects. The most important of these are prior notification to the Swedish Work Environment Authority and the Work Environment Plan for certain work.

When Teracom allows building or construction work to be carried out, Teracom is responsible for the coordination of measures for protection against ill health and accidents at the joint workplace.

In exceptional cases, the coordination responsibility may be transferred, by agreement, to another suitable employer. This can apply in the case of “clean contracts” and activities that, from our viewpoint, are not mixed, i.e. Teracom has no employees at the workplace except for possibly a supervisor. In such cases, the situation as regards responsibility is set out in the business arrangement/agreement. If our personnel need to be granted access to such a workplace, the arrangements for this must be agreed in advance so that we can be guaranteed access, but so that we do not jeopardize the primary contractor’s position as coordination manager.

Coordination of assignments on the properties of others

When we are working on assignments on the properties of others, we must obtain from their contact person the necessary information regarding what is applicable on their facilities, as well as act with care in relation to and cooperate with others working on the site. We must naturally also comply with our own safety regulations.

Appendix: General rules within Teracom’s facilities. **Information to contractors etc.**