

*Criteria sets 1-3 are applied to assess all companies
Evidence requirements are listed below each criterion*

1. MANAGEMENT AND DEVELOPMENT

Objectives

1.1T The company has defined its wellness-at-work and occupational safety policy as well as its long-term (3–5 years) goals.

Wellness-at-work and occupational safety objectives have been defined for the company's operations and projects, including detailed goals. The company management sets an example by its own actions, actively addresses any safety flaws it has identified, encourages the personnel to report close calls, hazards, risks and opportunities, as well as takes appropriate action to respond to the incidents. The management creates favourable conditions for improving the standard of safety in a systematic and continual manner while ensuring the availability of adequate resources.

1.2T Annual wellness-at-work and occupational safety goals have been established and communicated, complete with related measures and indicators.

Measures and goals specified in writing that are monitored by means of indicators covering, inter alia, the following areas: sick leaves; lost-time injury frequency; number of accidents; overtime; findings of the job satisfaction surveys; close calls; safety-related findings; noise; dust, vibration; use of chemicals.

Implementation

1.3T The company has defined its organisation structure responsible for wellness-at-work and occupational safety and the related company, industry and project-specific roles, responsibilities, powers, deputisation arrangements and resource management processes.

Job-specific roles, responsibilities, powers and deputisation. The company has in place a resource management policy with due regard to potential changes.

1.4T The company takes into account wellness-at-work and occupational safety considerations and goals, including legal requirements and any binding obligations in its operating system and in the documents guiding its activities.

Annually audited operating instructions and model documents (e.g. action programme for occupational safety; safety indicators/weekly reviews and measurements: management safety tours and site visits; induction procedures; rescue plan: other descriptions and instructions inclusive of revision and review data and version numbering).

1.5T Internal and external communications regarding wellness-at-work and occupational safety are appropriate and to the point.

Internal and external communication procedures, e.g. meeting procedures; marketing and crisis communications; employer image; use of social media. Communications concerning wellness-at-work and occupational safety are transparent (regarding safety observations, close-call reports, accidents at work, good practices, etc.).

Follow-up and development

1.6T The company assesses the compliance and appropriates of its operations in terms of wellness-at-work and occupational safety on a regular basis (internal audit) and initiates development actions in response to the findings.

Internal audit reports complete with proposals for improvements. A plan for internal audits covering at least the following three years (at least one project audit per year, and an audit of all processes at least once every three years).

1.7T The company conducts surveys exploring the needs and level of satisfaction among its personnel, customers and key stakeholders with the management of wellness-at-work and occupational safety on a regular basis.

Company memoranda; feedback reports; measurement results and summaries; as well as non-conformance reports. Stakeholders may also include users, subcontractors, other project partners, the authorities and in-house personnel.

1.8T	The company management assesses the progress made in attaining the wellness-at-work and occupational safety objectives on a regular basis, decides on the necessary development measures and monitors performance in this respect. Procedure for and minutes of management reviews. Evidence of the completion of annual management reviews must be provided. As a minimum, the management review should assess the status of development measures initiated in response to previous management reviews; the attainment of wellness-at-work and occupational safety objectives; the adequacy of resources; the findings of internal audits and wrap-up meetings; customer feedback and potential complaints; job satisfaction; feedback from other stakeholders; and the agreed-upon development measures. Assessment of the up-to-dateness of wellness-at-work and occupational safety policies.
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2. RESOURCES

2.1T	The company ensures that the personnel have the necessary occupational safety competence and qualifications and are aware of the requirements imposed by their duties and the company's occupational safety management system. Steps are taken to respond to the safety competence and development needs and wishes of the personnel. E.g. relevant work experience; personal qualification and training records; CVs; induction materials and forms. Training plan; on-the-job learning; performance appraisal discussions.
2.2T	The company has integrated its wellness-at-work and occupational safety programme into its corporate culture and its development. Employer image; staff engagement; staff well-being; fairness, provision of and response to feedback; workplace community development; staff empowerment; workload management; anticipation of resource needs.
2.3T	The company sees to it that the personnel are aware of the current regulations and other reference material related to wellness-at-work and occupational safety relevant to their duties. Up-to-date information on the most relevant regulations, guidelines, standards and other reference material. For example, regulations and guidelines on construction safety; approval of construction products; working hours, dust and noise management; and handling of chemicals and explosives (e.g. as part of the ERP system and model document or in the form of lists).
2.4T	The company has in place an efficient procedure for managing wellness-at-work and occupational safety information. Data storage and backup system; personal data management; data security; and archiving.
2.5T	The company ensures that due consideration is given to wellness-at-work and occupational safety in the management of equipment and machinery, premises and the personal protective equipment of the personnel. Stress factors and risk assessment results are taken into account (e.g. psychosocial stress; ergonomics; working alone; working in cold or hot conditions; lighting; dust; noise; vibration; asbestos; chemicals). Procedures for the purchase, maintenance and use of personal protective equipment. Commissioning and in-service inspections of machinery; service manuals; safety tours. Safety of premises (e.g. unobstructed exits, evacuation drills, cleaning).

3. TENDERING, CONTRACT AND PROCUREMENT OPERATIONS

3.1T	
3.2T	Due consideration is given to the company's occupational safety policy in the tendering process. Procedures (responsibilities, powers and tender content).
3.3T	The company takes steps to ensure that the terms of reference are duly understood. Safety risks and opportunities are duly taken into account. Steps are taken to ensure the availability of the in-house resources and occupational safety competence and those of the partners required for the task. Consultations and studies at the tendering stage; appropriate records of the requirements imposed by the task; and risk assessment (e.g. tender memorandum) A table or similar listing the resources.
3.4T	The company gives due consideration to its occupational safety policy when concluding a written agreement with the client on the assignment and specifying its terms and conditions. Procedures (responsibilities, powers and applicable terms of contracts, including the terms for additional work and alterations).
3.5T	The company has determined how subcontracting and materials procurement will be carried out, taking into account the company's own occupational safety policy and the client's requirements. Due consideration is given to suppliers' safety performance management. Contractual procedures and conditions. Feedback is collected, documented and utilised.

The R4 criteria presented below are applied to the assessment of construction management companies' project activities. The criteria applicable to the project activities of construction and installation (U4) and construction design companies (S4) are presented under the corresponding sections U4 and S4, respectively.

R4 CONSTRUCTION MANAGEMENT PROJECTS

Project preparation

R4.1T	The project organisation defines the project objectives and plans the implementation of the project, taking into account the client's and the company's own wellness-at-work and occupational safety policy and objectives.
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Documentation of the project's safety objectives, including the project's terms of reference; identification of risks and opportunities; timetable; budget; baseline information; project organisation; responsibilities; information flow; as well as approval, reporting and archiving procedures. A project plan or other equivalent comprehensive documentation. Appointment of a safety coordinator.

Management and steering of design (also in in planning and execution / turnkey projects)

R4.2T	The project organisation gives due consideration to the safety aspects and objectives of the project when procuring the design services. Definition of design input data and safety objectives. Preparation of the design programme and calls for tenders. Comparison of tenders and contract drafting.
R4.3T	The project organisation oversees the design process and completes preparations for the approval of the plans with due regard to the safety goals. Design & planning meetings; coordination of timetables and design solutions of different areas of design; requirement for and evaluation of optional design solutions; processing of proposals for additional work and alterations; documentation of handover-to-self and cross-checking of plans. Occupational safety in the implementation of the plans is assessed, including the performance of upkeep, servicing and maintenance operations. Preparation of proposals for acceptance decisions. Preparation of the occupational safety document.
R4.4T	Progress made in attaining the safety objectives of the design project is assessed. Information accumulated during the project is used for continual improvement. Final settlement of the planning and design project for the client; external and internal project feedback; and proposals for further development.

Management and steering of execution

R4.5T	The project organisation prepares and procures the project services with due regard to safety considerations. Assessment of the feasibility of the plans from the occupational safety point of view. Communicating safety requirements and best practices to the client. Preparation of a client's safety document for inclusion in the tendering documentation. Consideration of occupational safety in the criteria applied to competitive tendering.
R4.6T	The project organisation oversees the construction process with due regard to safety considerations and objectives and carries out the developer's duties during the project. Obligations arising from safety requirements during the project (updating the safety document; weekly maintenance inspections; measurements related to construction or civil engineering works, etc.; assessment of the general contractor's performance in meeting the safety obligations). Site meetings, potential contractor meetings; compliance with the contractor's safety plan; evaluation of the optional solutions suggested by the contractor.
R4.7T	Progress made in attaining the project's safety objectives is assessed. Information and experiences accumulated during and after the project are used for continual improvement. Final settlement of the projects for the client; external and internal project feedback; and proposals for further development.

Site supervision

R4.8T	The project organisation incorporates the safety considerations and objectives into the project control plan. The client's safety document is included in the tendering documentation. Consideration of occupational safety in the criteria applied to competitive tendering.
R4.9T	The project organisation monitors the attainment of the safety considerations and objectives in accordance with the project control plan. Supervisory duties specific to individual work phases and/or timetable; non-conformance reporting; entries in the minutes of site meetings.
R4.10T	Progress made in attaining the project's safety objectives is assessed. Information accumulated during the project is used for continual improvement. Supervision documents required by the client; external and internal feedback; and proposals for improvements.

The S4 criteria presented below are applied to the assessment of construction design companies' project activities. The criteria applicable to the project activities of construction and installation (U4) and construction management companies (R4) are presented under the corresponding sections U4 and R4, respectively.

S4 PLANNING AND DESIGN PROJECTS

Preparation

S4.1T	The project organisation defines the project objectives and plans the implementation of the project, taking into account the client's and the company's own occupational safety policy and objectives Internal kick-off meeting addressing the terms of reference, documentation of project safety objectives, identification of risks and opportunities (safety of site tours, field work, execution of plans and site operations), communications (e.g. design flaws and errors), as well as the review and approval of plans.
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Execution

S4.2T	The project is managed in a manner that ensures the attainment of safety objectives. Design & planning meetings; optional design solutions; internal and external communications; execution of design & planning according to client requirements and the safety objectives set for the project. Alteration management.
S4.3T	

S4.4T	The project organisation controls the procedures for additional work and alterations with due regard to safety considerations.
	Identification and management of safety considerations in connection with proposals for additional work and alterations (when designing additions and alterations whether initiated by the company or the contractor).
S4.5T	The project organisation ensures that the prepared design documentation is in conformance with the safety requirements and objectives.
	Handover-to-self and cross-checking procedures. Participation of the designer in on-site inspections and work sample reviews.

S4.6T

Completion and continuous improvement

S4.7T	The handover documentation foreseen in the contracts is delivered to the client and archived. Project feedback on the attainment of the safety objectives is invited from the client and other stakeholders.
	Archiving procedure, documentation of project feedback, contract-based final inspections, operator training, etc., are carried out as planned.
S4.8T	Progress made in attaining the project's safety objectives is assessed. Information and experiences accumulated during and after the project are used for continual improvement.
	The internal project wrap-up meeting assesses successes and areas where improvements are called for; the materialisation of risks and opportunities; customer satisfaction, anomalies and complaints. User feedback as user experiences are accumulated.

The U4 criteria presented below are applied to the assessment of construction and installation companies' project activities. The criteria applicable to the project activities of construction design (S4) and construction management companies (R4) are presented under the corresponding sections S4 and R4, respectively.

U4 CONSTRUCTION AND INSTALLATION PROJECTS

Preparation

U4.1T	Safety objectives have been set for the construction project in accordance with the client's safety document and the company's occupational safety policy. The safety risks and opportunities associated with the project are duly managed.
	The safety objectives, risks and opportunities related to the project. Hazard identification and risk assessment are carried out with due regard to the specific features of the project and potential extraordinary ways of working.
U4.2T	The resources required for attaining the safety objectives have been identified and criteria for commencement defined.
	Entries regarding responsibilities and communications (including crisis communications) are made in the records of the internal kick-off meeting.
U4.3T	Project safety management planning is based on hazard identification and risk assessment.
	Safety plan. Contents of the area and logistics plan with regard to safety. Safety considerations in work phase planning, technical working specifications and kick-off meetings.

Execution

U4.4T	Construction project workers are provided with induction and training on the safety aspects and risks concerning the site, and steps are taken to ensure that the safety requirements of the work phases are known and that the work is carried out accordingly. Induction forms complete with signatures. Induction provides instructions on how to manage safety issues, how to prepare for accidents at work and what to do in the event of an accident.
U4.5T	Safety-related project communications and up-to-date documentation, including the risks and opportunities associated with the project, are duly managed. Monitoring the progress made in implementing the plans by way of meeting and review procedures: entries made in the records at weekly meetings, contractor meetings and site meetings. Management of contracts, design documents, baseline data, minutes and timetables; handover documentation. Management of risks and opportunities as well as evaluation of the up-to-dateness of the risk analysis.
U4.6T	
U4.7T	Due consideration is given to safety considerations in connection with mid-project alterations. Additional work and alterations must not compromise project safety.
U4.8T	On-site safety, the condition of the equipment used on the site and the accuracy of the measuring instruments are monitored and maintained. Area plan on display; reporting of safety-related observations; equipment commissioning inspections; findings of measurements related to civil engineering works, building construction, crushing operations or asphalt paving; response to failure reports, flaws and anomalies; servicing and maintenance procedures.
U4.9T	Due consideration is given to safety considerations in procurement and materials handling, storage and relocations. Safety considerations as supplier selection criteria with due regard to previous feedback on supplier performance. Procurement contracts and sub-project kick-off meetings address the management of safety considerations. Due consideration in logistics solutions is given to safety considerations.
U4.10T	

Completion and continuous improvement

U4.11T	Due preparations for project handover by compiling the handover documentation complete with safety considerations. Project feedback on the attainment of the safety objectives is invited from the client and other stakeholders. Delivery of the contract-based handover documentation to the client. Potential commissioning training, including induction to the property servicing company personnel and end-users on safety matters. Documented project feedback.
U4.12T	Safety data collected during the project will be used in future development efforts. The internal project wrap-up meeting assesses successes and areas where improvements are called for; the materialisation of risks and opportunities; customer satisfaction, anomalies and complaints.