

Who is responsible for what within building and construction?



This brochure is aimed at you who have a work environment responsibility within building and construction. Here you can read about what needs to be done during different stages of the building process in order to have a better work environment during the building phase. Good planning and design lead to a safer construction site with reduced risk of ill health and accidents, more effective production, and increased profitability.



The client's responsibility and work tasks

A client is the person who carries out building or construction work, commonly the person who orders and pays for it. For example a tenant-ownership association or a public limited company.

The client can, in some cases, hand over the work environment responsibility. The person who takes over the responsibility is called the client's delegee.

You, as a client, are responsible for, among other things:

- seeing that important factors for the work environment are taken into consideration during both the planning and design stages. This applies to both the building phase and in the completed building.
- appointing a building work environment coordinator for the planning and design (Bas-P).
- appointing a building work environment coordinator for the execution (Bas-U).
- making sure that Bas-P and Bas-U have the training, competence and experience necessary for the task.
- making sure that the tasks that Bas-P and Bas-U are responsible for are carried out. You as a client always have a parallel work environment responsibility .
- ensuring that prior notification is sent to the Swedish Work Environment Authority (applies to construction sites of a certain size).
- seeing that the work environment plan is drawn up before the construction site is established.



Checklist for the client

Below are examples of planning and design questions to which you need to pay attention to before the building phase. It is important that it is clear who has the assignment of carrying out the tasks.

- Is the building or facility placed and designed so that there is a possibility of organising transport and use the lifting devices that are needed?
- Are construction products and material chosen so that manual work can be carried out in a safe and ergonomically sound way?
- Are methods and constructions for the laying of the foundations, framework system or other bearing elements chosen so that they can be carried out and assembled in a safe manner? Are there suitable mountings for lift devices and safety devices?
- Is the framework complement chosen and designed so that the assembly of windows, installation floors, floor covering, roof construction, partition walls and surface layers can be carried out in a safe and ergonomically sound way?
- Are installations chosen and placed so they can be assembled in a safe and ergonomically sound way when it comes to ventilation, power and pipes?
- Are the fixtures chosen with accessibility and handling in mind?



- Is the building timeframe and the timeframe for the different stages of construction so well planned that the work can be carried out at such a pace that it is possible to avoid risks of ill health and accidents?
- Can the transport of building material, demolition material and equipment be carried out in a work environmentally acceptable way?
- Is the establishment area so big that offices, personnel space, storage, material depots etc. that are needed for all activities on the construction can fit without it being too crowded?
- Is the planning and design finished in such good time that there is enough time for coordination of the carrying out of the work?
- Has the possible occurrence of hazardous material, for example asbestos, been made clear before demolition, rebuilding or renovation is carried out? Testing and analysis should be done if the existence of such material is not already known. This needs to be done in such good time that the possible decontamination of hazardous material can be done in a safe way.
- Has the stability of the object being demolished been investigated and the risks of collapse been prevented?

You as client need to have a system to ensure that the tasks are carried out. Over and above the list there could be other risks that you need to take a position on in the current building project.



Procurement and work environment

The organisation doing the procurement has great possibilities to prevent occupational injuries and ill health. For example through making demands about the work environment at an early stage and choosing designers (architects, technical designers and other technical consultants) and entrepreneurs who have knowledge and competence in work environment and knowledge about construction work.

The size and character of the building project is decisive for how comprehensive the experience needs to be.

Designer's responsibility and tasks

The choices that are made during planning and design influence the work environment at the building site. Those who work with establishing and coordinating the building design documents, for example architects and designers, need to – already at the planning and design stage – carry out risk assessments and show solutions necessary to achieve a good work environment and safety level during the building phase.

It could be appropriate for you as a client to learn about which work environment management support will be used by those who participate in the work with design – such as, for example, check lists.

It is also important to clarify which responsibility and which tasks the designers have when it comes to work environment management.

Those who manufacture pre-fabricated buildings or part of buildings also have a responsibility to follow the work environment regulations for the building phase.

Appoint a building work environment co-ordinator

You as a client should appoint a suitable building work environment coordinator for planning and design stage (Bas-P) and for the building stage (Bas-U). Bas-P and Bas-U can either be a physical or a legal entity.

The client, Bas-P and Bas-U are responsible for the work environment tasks to be carried out. The client is never freed of work environment responsibility and needs to have some form or system for following up and ensuring that work environment management works during the design and building phases. If the work environment management does not work, the client needs to take measures. The Swedish Work Environment Authority can make demands directed to the client, Bas-P and Bas-U.

Training, competence and experience

Bas-P and Bas-U should have the training, competence and experience that is necessary. This should be able to be verified.

The persons who are Bas-P, Bas-U and staff who take care of building work environment coordination for an appointed company, need to have fundamental work environment competence and good knowledge of work environment regulations, and of the provisions that are important for the current work.

Bas-P and Bas-U also need experience of the carrying out of building and construction work and experience of work with coordination, management and governing of building projects. Bas-P needs also to have experience of design.

The client can contribute to increased knowledge through, for example, arranging 'lessons learned' from the design to the designers, Bas-P and Bas-U, or making sure that the work environment risks and measures are discussed at the design meetings.

Bas-P's responsibility and tasks

Bas-P is the person who coordinates and compiles the design material that is developed by the different designers, as well as planning and design from the point of view of the work environment and safety.

It is important that it is clear how those who participate in the design should deal with work environment questions and which responsibility those involved have. Bas-P should continually keep updated about the designer's work environment management and see that work environment risks are monitored. An example of support that Bas-P can use in their work environment management are digital tools, checklists, meetings with work environment on the agenda.

Bas-P is responsible, among other things, for:

- participating in the planning and management of the design.
- seeing that those who participate in the design are informed about how the coordination is supposed to be organised.
- coordinating those who participate so that they can take each other's plans and solutions into consideration. It is especially important when it is about the planning of work moments which should be carried out at the same time or after each other and when these are scheduled.
- planning, management and coordination of design is done in the way necessary to prevent risks of ill health and accidents during the building phase.
- establishing, or have established, a work environment plan for the entire building project where background material from others who participate in the design is included.
- creating documentation that contains relevant work environment information for the future running, maintenance, repair, alteration or demolition of the object.

Bas-U's responsibility and tasks

Bas-U is the one who coordinates different entrepreneurs' work in the building phase so that they do not create risks for each other.

Bas-U needs to continually keep himself informed and updated about the entrepreneurs' work environment management at the building site and to have some form of system for this, for example joint safety rounds, coordination meetings, regular follow-ups with entrepreneurs, and random checks.

Bas-U is responsible for, among other things:

- organising a joint safety operation at the construction site.
- coordinating checks of whether the entrepreneurs/employers at the construction site follow the relevant work environment regulations and current work environment plan.
- adapting the work environment plan that Bas-P has developed so that it is in accordance with how the work is carried out.
- seeing that the work environment plan is accessible to all at the construction site.
- supervising that technical devices are inspected and tested.
- seeing that staff space is established to a sufficient extent.
- updating documentation such as, for example, relationship plans according to changes during the execution of the work.



Employer

Bas-P and Bas-U's coordination responsibility never reduces the own responsibility which every individual entrepreneur at the building site has. If shortcomings occur in an entrepreneur's work environment management, it is firstly the entrepreneur himself who has an obligation to remove the shortcomings.

The entrepreneurs who are present at the construction site should continually inform Bas-U about the risk their work can bring, and follow Bas-U's directions.

The employer's work environment responsibility also encompasses work that is carried out by contracted personnel. In the employer's responsibility is included adapting their own systematic work environment management to different construction sites.

Client's delegee

The client can, in some cases, hand over the work environment responsibility to a delegee. For this to be possible there should be a written contact according to the Work Environment Act. The client's delegee should independently be able to be responsible for the planning and design and/or the planning of the work as well as handling the building projects work environment consideration. If a client's delegee takes over the responsibility, the client contracts out his decision-making powers applicable to the work environment. Everything about the client then applies instead to the delegee. The Swedish Work Environment Authority can, if there is special cause, move the responsibility between the client's delegee and the client.

Consumer relationships

Special regulations apply in consumer relationships, that is to say when a private person gives a business owner (someone who professionally runs the operation) to carry out services such as, for example, repairs, renovation work, small house building contracts and similar. Then the entrepreneur takes over the client's work environment responsibility if nothing else has been agreed upon. The prerequisites are that the work occur as a comprehensive task, that is to say as an executive or total entrepreneur contract.

Coordination at fixed places of business

At a fixed place of business, that is a joint place of business for several activities, there should be a person responsible for coordination for the activity at the workplace. If this is on-going at the same time as building work, a Bas-U should be appointed for the building work. These two should consult with one another about work environment questions. It is the person responsible for coordination of the regular activities who has the responsibility for bringing about the consultation.

Sanction fees

Those who violate certain stipulations risk paying sanction fees. The client, Bas-P and Bas-U risk paying a sanction fee if a work environment plan has not been drawn up before the building site has been established or if the work environment plan is not accessible at the workplace. Read more about sanction fees on our website av.se

Do you wish to learn more?

Read more on The Swedish Work Environment Authority's website about building and civil engineering work.

Do you have any questions? Contact our answer service, telephone +4610-730 90 00.

More copies of the brochure can be ordered from:
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Our vision: everyone can and want to create a good work environment

