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Safety course requirements for contractors

Scope

On behalf of the industry, SSG is holding a course on work environment and safety for contractors. The aim is to raise awareness of risks and safety to reduce the number of incidents and accidents in connection with contract work in the industry.

There are several advantages to coordinating the training concept for the industry as a whole. The industry sets many joint requirements and can therefore use common instructional materials. Employees of contracting firms can in this way take part in basic courses that are common to the industry instead of having to go several different courses. A basic course can also be supplemented with local courses that are specific to a particular site.

Changes since the previous edition

This edition differs from the previous one as follows:

- SSG Entre Contractor Safety Course has been renamed to SSG Contractor Safety.
- Several sections have been updated with new relevant information related to SSG's new website — adjusted terminology, new links, as well as simplified administrative functions.
- The standard has been updated according to the current template for SSG Standards.

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1 Terminology

The following terms are used in this document with the meaning given below.

Contracting firm – A company that is hired in the industry to perform agreed work on contract in one or more areas of work.

Contractor – A person who is employed by a contracting firm to carry out the work agreed by the contracting firm with the industry.

Contract work – The work to be performed, which has been agreed between the industry and the contracting firm.

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2 Safety course for contractors

2.1 General description

Training in the concept of SSG Entre is carried out in accordance with this document. The concept comprises different parts:

- SSG Entre Contractor Safety Course, which provides basic knowledge of regulations common to the industry for work environment, property and external environment.
- Courses with site-specific rules based on its local circumstances.
- Courses giving a deepened knowledge of special areas or regulations specific to an industry that apply to certain industries, for example SSG Chemical Safety, SSG Environmental Course, SSG Fire Safety Course etc.

The contracting firm is responsible for ensuring that all employees who will be performing work on the industry's facilities have knowledge of the contents of the required courses before access is allowed.

The courses are completed individually as self-studies and require the course participant to personally log in via SSG's website, using a one-time password or alternatively BankID for Swedish citizens. The courses involve interactive e-learning and can be carried out regardless of time and place using a web-connected device (computer, tablet, mobile phone, etc.). Once a contractor has completed the course and uploaded a photo, a personal Access card will be issued. The Access card itself is not proof that the person has completed the course and has been approved. This information can be found in the SSG Access service, which the site can use to check.

The Access card should normally be presented upon arrival at SSG Entre-affiliated industries (see Affiliated worksites on SSG's website) so that the contractor can demonstrate that the set competence requirements are met. Some facilities have an integration solution where the Access card can be used for entry to the industrial site via gates/doors and it is then not necessary to show it more than possibly the first time you come to the site.

Each site also has local regulations for protection, order and safety, and these can be gathered in, for example, a local course and/or in the SSG On Site app in the section "Your safety".

Access is granted only when the contractor meets the site's requirements on courses. Via the SSG On Site app, the contractor can

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themselves check for whether the requirements for access to the respective sites are met or not. Facilities that are affiliated to the SSG On Site service can there collect important information that they want everyone to know before starting work with them, such as emergency information, information on contact persons, regulations regarding protective equipment, etc.

2.2 Target group for the security course

The target group for the safety course is all employees of the contracting firm who will be on the industrial worksite. Employees refers to the company's employees, management and top management. Each client (industrial site) chooses which professional categories they set requirements for.

2.3 Knowledge objectives

After completing the course, the contractor will possess a general knowledge of current work environment and safety regulations to enable working as safely as possible. The course will create awareness of the regulations, procedures and values that apply to reduce the risk of accidents and avoid harming oneself and others in the surrounding areas.

2.4 Course content

The course is divided into the following main chapters:

- **Introduction** - Brief information about the course and who it is aimed at.
- **A safe and healthy workplace** - General information about preventive work environment management, i.e. systematic work environment management that includes everything from studying the risks, risk assessment, measures and controls. Furthermore, general information is given concerning safety culture, roles and responsibility, and workplace harassment.
- **Before arriving at the site** - General information regarding gaining access to the site, general rules that apply regarding, for example, traffic, materials, personal protective equipment and photography.
- **Hazardous work** - Brief information regarding what applies to different types of permits that exist and are needed for the individual contractor, depending on the work to be performed and who is responsible for issuing each permit. Furthermore, brief information is given on several types of hazardous work that are often associated with permits, such as work at height, hot work, safe decommissioning, confined spaces, EX-rated areas, etc. There is also important information about different equipment and what applies to own equipment, as well as the

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site's equipment, requirements for control of equipment, etc. to be able to work safely.

- **Reduced environmental impact** - Brief information about important points regarding the work from an environmental perspective regarding, for example, recycling and circular thinking, waste management, chemicals and noise.
- **If an accident occurs** - What needs to be considered and done in case of emergency? How should you normally act in the event of an accident, and in what order? What is important to know in an emergency and what is important to think about afterwards?
- **Final test** - A number of questions based on the entire content are randomised in a test that must be passed if the course is to be counted as passed and completed.

2.5 Responsibility for course and competence

Contracting firms engaged by the industry are responsible for ensuring that their employees, as well as any subcontractors and their employees, undergo the safety course described in this document. When procuring subcontractors, the contracting firm must inform and set corresponding requirements.

2.6 Industry requirements for safety

The requirements for safety are governed by laws, regulations, business requirements and, not least, by consideration for the employees of the contracting firms and the industry. The legal regulation in the field of safety consists of a number of EU directives, laws, regulations and procedures as well as government supervision, industry standards and insurance requirements.

Examples of current legislation, regulations and common rules regarding safety, work environment, fire and external environment are the Work Environment Act, electricity legislation, the Environmental Code, the Law on protection against accidents, the Law on measures to prevent and limit the consequences of serious chemical accidents, the regulations on hot work and the Law on posting permits.

The contact person of the contracting firm must get in touch with the contact person of the client (industrial site) to make sure which safety rules apply to each individual contract.

3 Overview

In procurement, the industry requires SSG Entre is applied in accordance with this document. The required course(s) are completed and the information is then stored in the SSG database. The contracting firm's employees are given access to the workplace and the client (industrial site) follows up that the courses have been

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completed by the contractor presenting their Access card, which the facility controls via the SSG Access service and/or integrated entry system.

In summary, the contracting firm must do the following before starting a contract:

- Register their contracting firm via the SSG website.
- Register the employees who will take the SSG Entre Contractor Safety (and local course if any) as course participants via SSG Learning Admin. Each course participant is unique and therefore a certain amount of personal data needs to be provided to avoid duplicates in the system, such as nationality, first and last name, email address and/or mobile number and personal identity number/date of birth. Each person will receive a message with information to be able to log in and complete their courses. Local courses connected to SSG Entre Contractor Safety are free of charge and do not need to be assigned by any administrator at the contracting firm, but are available and can be completed at any time once the basic course is assigned.
- Give employees a reasonable amount of time to complete the basic course and local course if available and required.
- Ensure that the employees have successfully completed the course so that the requirements of the site are met and access to the area is granted.
- Make sure that the employees receive their Access cards for presentation/use at the relevant site. Normally, Access cards are sent to the contracting firm's address, but the possibility to send to another address is possible for individual orders.

4 Implementation instructions

4.1 Register contracting firm

Before anyone can complete a course, the contracting firm must be registered on the SSG website under Become a client of SSG. After registration, the specified contact person will receive login data to be able to administer information about the contracting firm and its employees.

4.2 Register course participants

Employees are registered as course participants and are administered via login to SSG's website and the Learning Admin tool. If the administrator is also going to go courses, it can be done from the same view in Learning.

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SSG Entre Contractor Safety is associated with a cost, see section 9 – ”Costs”, and can only be assigned to course participants via an administrator from the respective contracting firms (also applies to SSG courses such as SSG Fire Protection Certificate, Safe Energy Isolation, etc.). Local courses connected to SSG Entre Contractor Safety are free of charge and do not need to be assigned, but are available and can be completed by an individual participant that has been assigned the SSG Entre Contractor Safety course.

4.3 Message to course participants

An email address or mobile number must be provided when registering the course participants. Subsequently, a message is sent to everyone taking part in a course. Each unique person must themselves state the desired contact method (email or mobile number matching previously provided contact details) through which they will receive a one-time password to be able to log in and complete the course. Swedish citizens also have the option to log in via BankID once the account has been created

4.4 Complete course

Participants can complete the course by following the instructions sent in an email or text message and logging in with a one-time password on their device (computer, tablet or mobile phone).
All assigned courses can be found under My Courses in SSG Learning.

SSG Learning also shows the course participant's course status and possible diploma as well as the access card number, which is used by sites to check that the required courses have been approved. The number is available to enable visiting a site before the physical Access Card arrives. A previously completed course, which is still valid, can be repeated if desired (this does not affect the validity period).

The SSG On Site app can be downloaded free of charge and the course participant can use it to find out if the site to be visited demands certain courses to gain access to the area. If each facility requires a local course, participants can search for it themselves, i.e. an administrator is not required to allocate it.

4.5 Certification

Certification ensures that the course participant has achieved the goal of the SSG Entre Contractor Safety course and thereby possesses the knowledge that meets the requirements for access to the workplace. The certification consists of a final test with randomly selected questions from the content of the course. When the course participant has passed the test, the course will have been completed and is valid for three years. The Access Card will be updated with this information, which allows access to sites that set requirements,

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provided that any other courses that each site requires have been completed and approved.

4.6 Requirements for photography

In connection with the registration of course participants, it is possible to upload a photograph, which is a requirement for an Access Card to be issued. It is also possible for the course participant to upload a photo if an administrator has not done so.The photo should be a clear, up-to-date portrait image with a bright and uniform background. The photo guide offers the possibility to crop the image. Headgear such as a hat, cap, helmet or sunglasses must not be worn in the photograph, with the exception of religious headwear.

4.7 Issuing Access Cards

Normally, the Access Card is sent together with a delivery note within one week after the person's photograph has been approved. Delivery is to the administrator who registered the course participant or placed the order. If an Access Card has been lost or destroyed, it is possible to order a replacement card via SSG's Learning Admin. Please check if a new photo needs to be uploaded before ordering a replacement card.

4.8 Validity period

The SSG Entre Contractor Safety is valid for three years. Before the validity period expires, the contracting firm must ensure that the employee retakes the course. When the validity period starts to run out, a reminder will be sent to the administrator that it is time to place a new order for the course so that it can be retaken and be valid for the next three-year period. This will entail costs for a new course.

Reminders are also sent out for any local courses. Please note that there may be a short validity period for local courses. These are free of charge and do not need to be assigned by an administrator, and the course participant can search for and choose to complete the courses.

4.9 Follow-up

The client (industrial site) has the opportunity to do a so-called admittance control to check that each individual contractor has completed the correct course before the work begins. This can be checked manually via, for example, gate watchman or reception, or automatically through card readers connected to gates/doors. Access will be given to the area if the site's course requirements are met.

During the contract period, spot checks on questions from SSG Entre Contractor Safety can occur through extra tests on site. This is to ensure the knowledge of the contractor. The same can happen, for example, for a local course.

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The sites are concerned about everyone's safety and want to avoid incidents and accidents happening, therefore it is essential that everyone who is going to carry out work on the industrial site is aware of the rules that apply.

4.10 Access Card as an entry card

The access cards are equipped with mifare/RFID technology that enables use in various types of entry systems to gain access to an industrial site. This creates opportunities for versatile entry control and follow-up of whether the people who are entering a site meet specified access requirements, such as SSG Entre Contractor Safety. By connecting entry systems with SSG's integration services, the site is given the opportunity to gain information from SSG's competence database. A site may choose to provide access/admittance to other parts/areas, such as a port area.

4.11 Actions in case of violation of the rules of completing the course

Each time the basic course begins, the respective course participant must insure/certify that they are who they claim to be. This means that each course participant must certify this on two occasions, partly in connection with their first login where you can approve "terms of use for end users" according to GDPR requirements and partly when the course itself is being held.

In the event of obvious deficiencies on the part of the individual regarding competence requirements, contact will be made with the contracting firm's contact person for measures to be taken. If a contractor or contracting firm violates the rules of the course, a site may decide that the contractor and/or contracting firm loses its access to the site or its assignment.

5 Industrial sites with demands on SSG Entre Contractor Safety

Specific information about some of the industrial sites that require SSG Entre can be found on SSG's website under Affiliated worksites. There it is also possible to see there whether there are any requirements for a local course or not. Clicking on the desired industrial site will display the current information.

6 Local courses

Information about which industrial sites have supplementary courses is available on SSG's website under Affiliated worksites.

7 Information under the Data Protection Regulation (GDPR)

The personal data contained in SSG's competence database is information whose handling is covered by the General Data Protection Regulation (GDPR). SSG also has a data protection officer who ensures that SSG processes personal data in a legal and correct manner. SSG's terms of use can be found in their entirety on SSG's website under End-User Terms of Service.

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Personal identity number/DOB is used to link registered information to the right person and to enable a secure identification of the contractors who come to a site to carry out work.

All companies affiliated with SSG Entre have designated contact persons and/or administrators who are responsible for registering, updating and possibly deregistering information about the employees. They are responsible for ensuring that personal data is handled in accordance with the Data Protection Regulation.

8 System requirements for My SSG and e-learning courses

For the best possible experience with SSG's services, the following system recommendations are given:

- Use the latest version of any of the Edge, Chrome, Firefox or Safari browsers.
- Use headphones/speakers to listen to speaker text and videos.
- Make sure there is an Internet connection of at least 10 Mbps.
- Allow pop-up window

9 Costs

The contracting firms pay for each employee who is assigned the SSG Entre concept. (Contractor Safety or first local course). Current prices are shown on SSG's website for each course. The fee is invoiced in connection with course participants being assigned the course via SSG Learning Admin.

The fee is charged for the SSG Entre Contractor Safety course, that is, once every three years. When renewing the course, the fee will be invoiced in connection with the assigned renewal.

Local courses within the concept are currently free of charge, while other supplementary courses have a unit price. They can either be assigned through the contractor firm's administrator or the employees may assign themselves local courses themselves.

9.1 Price-cut offer

SSG Entre Contractor Safety is offered at a reduced price to schools and students who, for example, will train at a site or the site's own staff who are going to work at another site. Contact SSG Support for more information and help.

10 General recommendations for demanding industrial sites

SSG's recommends sites to be clear about how the course implementation may be done. Individual implementation is the norm. In cases where translation of a local course is not available in another language, the contracting firms solve this challenge by, for example, performing the course in groups together with an interpreter, but that

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certification is done individually. If this is not considered an approved form, it should be stated in the site's requirements. Entre Contractor Safety is available in many languages. If a local course needs to be translated into more languages, SSG can help.

When setting requirements, it is also recommended to inform that spot checks in the form of knowledge control may occur on site at the site. This can be done partly through normal admittance control via, for example, the gate watchman/reception but also out on the site via, for example, mobile phone during a safety round or other situations.

11 Support

For help with the Entre concept, contact SSG's support.
Frequently asked questions are dealt with on SSG's website.

Give feedback!
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