



# Administrative steps prior to installation

What to prepare in advance and what to expect at arrival

PRESENTED BY INGA TEJEDOR

2020-09-29



# Agenda

- 1 Access cards
- 2 Site induction
- 3 Request access to specific buildings
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- 5 Safety trainings & certification
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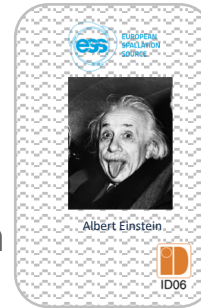
# Access cards (1/2)

## ID06 cards or ESS-issued access cards: choose one

- **Swedish laws** require that everyone working at a construction site in Sweden needs to be registered, to avoid illegal labour.
- These cards need to be swiped at the gate **to enter the construction site**.
- They also open the **assigned worker cabins and specific buildings** (more info. in slides 6 & 16)

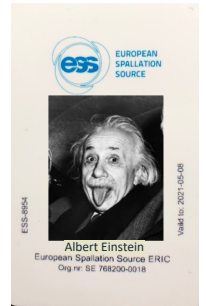
### ID06 cards

- Issued by specific companies
- Valid in any Swedish construction site
- Cost:
  - yearly fee for the company, that depends on the estimated number of ID06 needed during the year. Examples:
    - 1–10 cards → ≈50€/year
    - 11–50 cards → ≈100€/year
  - each card issued: ≈20€
- Validity: ≤ 5 years
- More info: <https://nexusid06.se/en/>



### ESS access cards

- Issued by ESS
- Valid only at ESS site
- Activated by the SKANSKA reception after having passed the site safety training
- Cost: free
- Validity: determined by the IPL, depending on the estimated duration of the works
- More info: [Access Cards](https://confluence.ess.lu.se/display/GS/Access+Cards)  
<https://confluence.ess.lu.se/display/GS/Access+Cards>





# Access cards (2/2)

- **How to request an ESS access card:**

The IPL will register each person in the system to **request the safety training** (see next slide). It is in this step when the IPL requests both **the access card and the need for working cabin** space.

- To take into consideration **before coming to Lund**

- Please consider the nationality of the crew members you plan to send to Lund for installation. It will be taken into account when applying for the access card.
- To get an ESS access card, **citizens from countries outside the Schengen zone** that want to work in the construction site will have to show a work authorisation document that allows them to work in Sweden OR a residence card/resident permit from a Schengen country.
- **EXCEPTION** from the work permit requirement, following Schengen rules: a work permit is NOT needed if the person will work in Sweden for a period shorter than 3 months, that can be distributed over a period of 12 months.



# Site induction

- **Mandatory** requirement to be able to work on site.
- Duration: 60-90 min. English sessions on Tuesdays at 8:00.
- **How to register:**
  - **Step 1:** each individual pre-registers  $\leq 3$  weeks before the desired date for the training, through the public link: <https://jira.ess.lu.se/plugins/servlet/desk/site/public>
  - **Step 2:** The IPL registers the person for a set date. Please keep in mind the language options for induction sessions and plan the arrival of your crew accordingly!
- If the card is not used in **3 months** in the construction area, the access is removed. To gain access again, contact site reception. **After 12 months of no-use** the card is **deactivated**.
- More information: [How to request access to Construction Area](https://confluence.ess.lu.se/display/GS/How+to+request+access+to+Construction+Area) (<https://confluence.ess.lu.se/display/GS/How+to+request+access+to+Construction+Area>)

The screenshot shows the 'Site Safety Induction Registration' form. It includes a search bar for 'Safety Induction Attendee', a 'Training Language' dropdown, and a 'Site Safety Induction Session' dropdown. A red box highlights the session options: Swedish (07:00AM Mondays, Tuesdays and Thursdays), English (08:00AM Tuesdays), and Interpreted (08:00AM Mondays). Another red box highlights the 'Profession' options: Office Staff, Site Operative (selected), and Cabin Requirements: No (selected), Yes (but only for seating), Yes (including locker). A third red box highlights the 'Cabin Requirements' section with the text: 'A place in a worker cabin can be requested at this stage (more information in next slides)'. A fourth red box highlights the 'Training Language' section with the text: 'Language options on fixed weekdays. In exceptional situations, an extra induction session can be requested in advance.'

More questions? Contact [site.reception@ess.eu](mailto:site.reception@ess.eu)



# Request access to specific buildings

## Physical Access request

- The **access to the buildings** at ESS is **restricted**. At the moment, experimental halls are locked with keys only. There are a limited number of keys offered to the crews working in these areas.
- In Q4 2020, the already existing **card readers** located at the doors will be activated. It will be possible to open these doors with the same access card used to enter the construction site.
- The **access request** will have to be done for each individual separately.
- This request can only be performed by a person with ESS credentials (usually IPL).

The screenshot shows a web form titled "Physical Access Request". At the top left is a red padlock icon. The form contains several sections: "Raise this request on behalf of" with a dropdown menu showing "Inga Tejedor"; "Person" with a search field containing "Adam Mahdiar - Lesenie SK SRO"; "Access Area" with a search field and a list of options including "E01.1 Instrument Halls" (which is highlighted in blue), "E03.1 Lab 3a", "E04.1 Lab 3b", "E05 High Voltage", "E05 Low Voltage", and "ESS Warm standby Mode"; a note about expiration dates; a "Description" text area; and a "Certificate (optional)" field. At the bottom right are "Create" and "Cancel" buttons.

# Personal Protective Equipment (PPE) (1/2)

- To be used by everybody at the site:
  - Safety **goggles**
  - Protective **clothing of high visibility**
  - **Gloves**
  - Protective **shoes** with steel caps and penetration-resistant soles (EN ISO 20345)
  - **Long trousers**
  - **Helmet** (EN 397). Color depending on role →



Production management



Skilled workers



Safety delegates



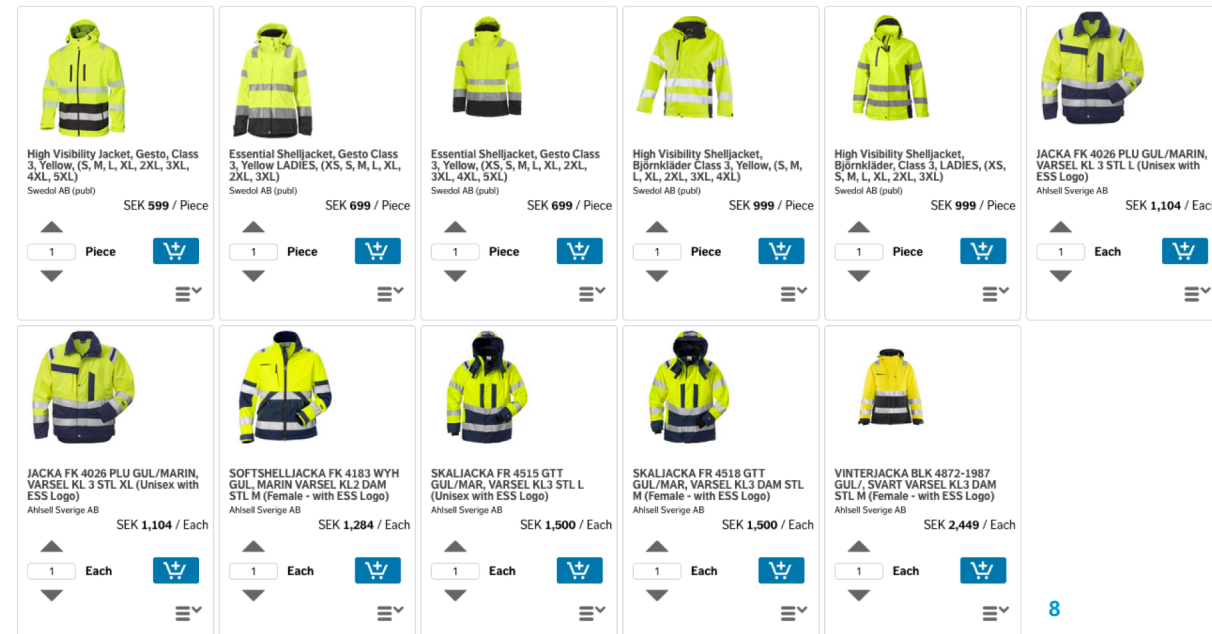
Trainees and visitors

- **ISO-standards** for PPE equipment, depending on the type of job, can be found at the [Personal protective equipment](https://confluence.ess.lu.se/display/OSH/Personal+protective+equipment) page (<https://confluence.ess.lu.se/display/OSH/Personal+protective+equipment>)

# Personal Protective Equipment (PPE) (2/2)



- ESS has agreements with different suppliers and **in-kind partners/collaborators can take advantage of ESS discounts**. Inform that you work for ESS when ordering.
- **Suppliers** that have both webshop and):
  - **Ahlsell** Sverige AB (<https://www.ahlsell.se/>). You can also write ESS-assigned sales officer: [lotta.martensson@ahlsell.se](mailto:lotta.martensson@ahlsell.se)
  - **Swedol** AB (<https://www.swedol.se/>)
  - **Tools** Sverige AB (<https://www.tools.se/>)
- These suppliers also have **physical shops** in Lund. NOTE: you might not find prices of the products in the shop. Examples of ESS prices for HV jackets →



More questions? Contact [ohs@ess.eu](mailto:ohs@ess.eu)





# Safety trainings & certification (1/2)

## Based on the RAMS (Risk Assessment Method Statement)

- To know which safety trainings & certification will be required to perform your work, it is imperative that the IPL fills the **RAMS document**. It is the key document to include in the installation binder.
- Both the area coordinator and the Occupational Health and Safety team (OHS) will assess the information described in RAMS to inform which trainings and certificates are required:

***“Unless you describe what you are going to do, we won’t be able to tell you which certificates and trainings you will need to have.”***

More questions? Contact [ohs@ess.eu](mailto:ohs@ess.eu) to know which trainings would be required to perform your work.  
Contact [safetytraining@ess.eu](mailto:safetytraining@ess.eu) to learn more about available courses and registration

- RAMS → check always the latest version in CHES: **ESS-2071941**  
(<https://chess.ess.lu.se/enovia/tvc-action/essDocumentDownload?versionObjectId=21308.51166.63488.61000&inline=true>)



# Safety trainings & certification (2/2)

- Once that the needed trainings and certification has been identified, it is possible to contact the [ESS Safety Training](https://confluence.ess.lu.se/display/STP/ESS+Safety+Training) page (<https://confluence.ess.lu.se/display/STP/ESS+Safety+Training>) to check the information on **safety trainings provided/facilitated by ESS**

**What do you want to do?**

- I want to register for a classroom training
- I want to follow an e-learning
- I want to know about upcoming training sessions
- I want to develop a new training
- I want to lookup certificates
- I have a question for Safety Training

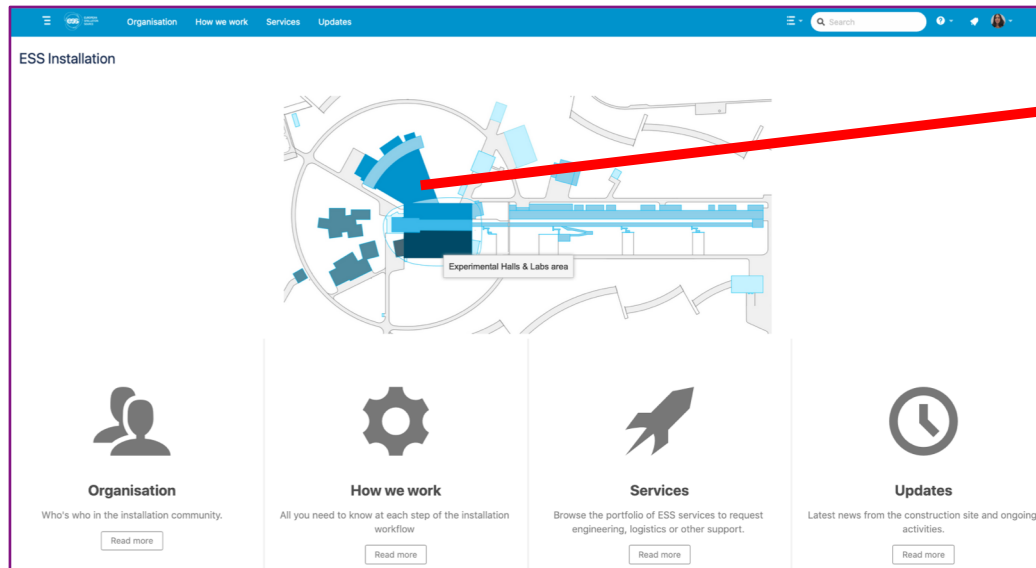
- Certificates from other countries are allowed** in many cases, but they need to be discussed case-by-case with the OHS team.

More questions? Contact [ohs@ess.eu](mailto:ohs@ess.eu) to know which trainings would be required to perform your work.  
Contact [safetytraining@ess.eu](mailto:safetytraining@ess.eu) to learn more about available courses and registration

# Installation pages in confluence

## Experimental Halls & Labs

Page where the NSS installation team updates their documentation.



<https://confluence.ess.lu.se/site/installation>

Site Area\_Experimental Halls & Labs

About this area

The Experimental Halls & Labs Area includes: Experimental Hall 3 (Building E01), Beamline Gallery (E02), Lab 3a (E03), Lab 3b (E04), Experimental Hall 1 (D01), Lab to Experimental Hall 1 (D08), Ex

[Getting around](#) [Hand over of buildings](#) [Floor plans](#) [Spatial integration/3D models](#) [BIM model](#)

Site layout - NSS Project

You can find here:

- Information about the **area** (site layout, floor plans, 3D models...)
- Ongoing activities** (installation binders, work orders, planned work outside working hours)
- Planning and coordination** (latest schedule, long term plan)
- Other **important links** (in case of emergency, safety-related incidents...)

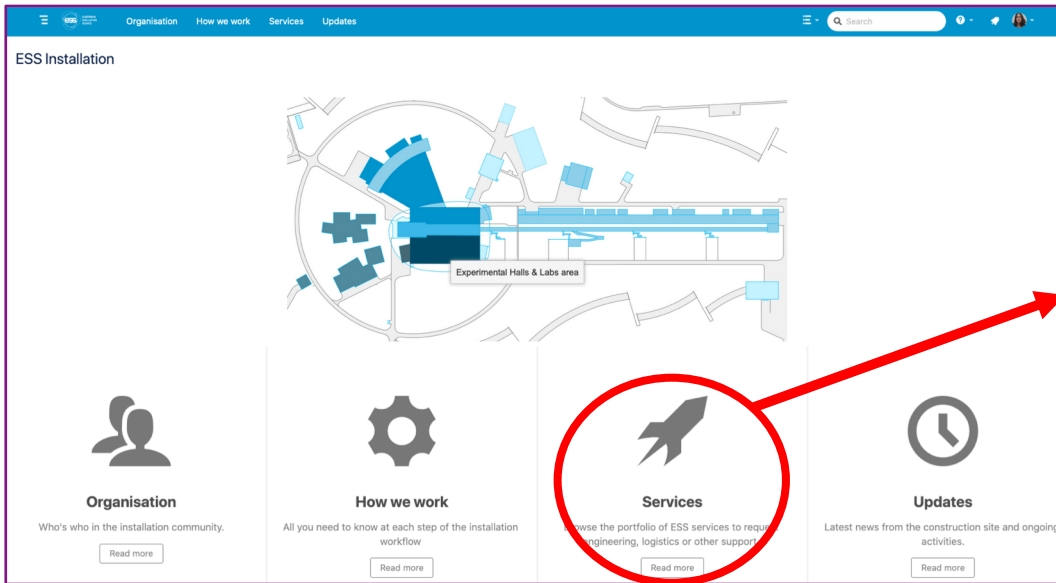
Planning & Coordination

[Weekly map](#) [Monthly plan \(MS Project\)](#) [Long-term/3-6 months plan \(P6\)](#) [Master Schedule](#) [Meetings & Scheduled events](#)



# Installation pages in confluence


## Installation services available



<https://confluence.ess.lu.se/site/installation>

### ESS Installation Services

ESS supports Installation through engineering, infrastructure, safety and administrative services.  
Browse the service portfolio to request a service, read more, or contact the service provider.  
For any questions, please contact your [Installation Coordinator](#).




#### Engineering Services & Support

General Design and Engineering Support

- Electrical and Mechanical Work
- Equipment Rentals
- Labeling and Printing
- Lifting
- Survey and Alignment
- Spatial Integration
- Workshop
- General Engineering Services

[More](#)


**NOTE: it is important to have an early communication with the logistics team about equipment deliveries (see next slides)**



#### Construction Site Services

Skanska Services  
ESS Conventional Facilities Services

[More](#)




#### General Services

Cleaning Service (rough cleaning)

- In-door cleaning
- Washing of PPE clothes
- Worker Cabins
- Communication (phones & wifi)


[More](#)



#### Health and Safety Services

General Safety Requirements  
ESS Safety Training  
ESS Safety Services

[More](#)



#### Logistics

- Logistics
- Storage
- Laydown Areas
- Unloading
- Warehousing

[More](#)

# Logistics (1/2)



## How to register a delivery & request support

For large equipment delivered by truck on site → early communication with the logistics team via [logistics@ess.eu](mailto:logistics@ess.eu) to book a delivery slot in the SKANSKA booking system

- ≥ 2 working days in advance
- Mandatory information:
  - Supplier/In-kind partner
  - Consignee: name, mobile nr, email.
  - Project
  - Unloading zone
  - Vehicle registration number
  - Driver contact information
  - Start and finishing time for truck arrival
  - Unloading resources needed



More questions? Contact [logistics@ess.eu](mailto:logistics@ess.eu)

# Logistics (2/2)

## Site transport request

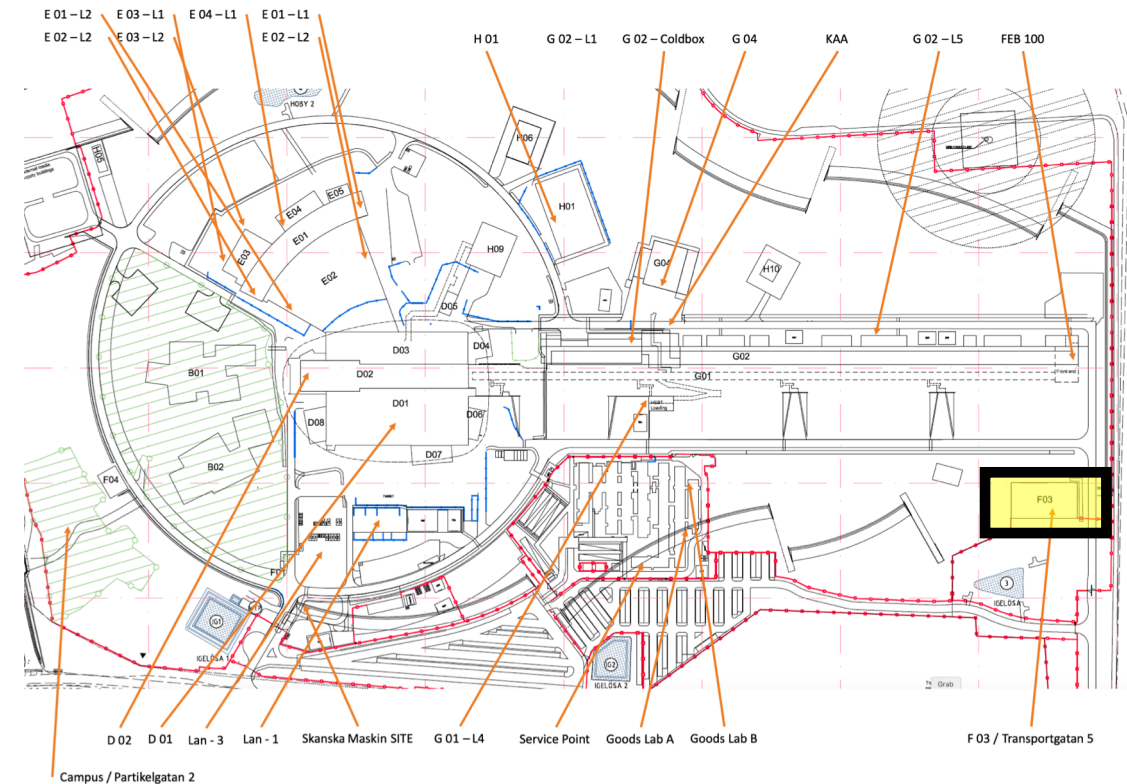


**For items received at the logistics warehouse (F03) that need to be delivered on site → create a SNOW ticket, under Logistics, called "site transport"**

([https://essprod.service-now.com/ess/?id=sc\\_cat\\_item&sys\\_id=02ba61fa377bc300143ed2e843990eb8&sysparm\\_category=5c106b54377a6a00143ed2e843990ef6](https://essprod.service-now.com/ess/?id=sc_cat_item&sys_id=02ba61fa377bc300143ed2e843990eb8&sysparm_category=5c106b54377a6a00143ed2e843990ef6))

- Free of charge within the limitations of the lorry
- Book 24h in advance
- More information (map of delivery areas, dimensions, max. weight...) found at [SITE distribution by ESS Logistics](https://confluence.ess.lu.se/display/SPL/SITE+distribution+by+ESS+Logistics)

(<https://confluence.ess.lu.se/display/SPL/SITE+distribution+by+ESS+Logistics>)



NOTE: delivery areas (doors) for E & D buildings to be updated in this map in October.  
You can also check map in the Installation Pages

More questions? Contact [logistics@ess.eu](mailto:logistics@ess.eu)

# Office space on site - overview

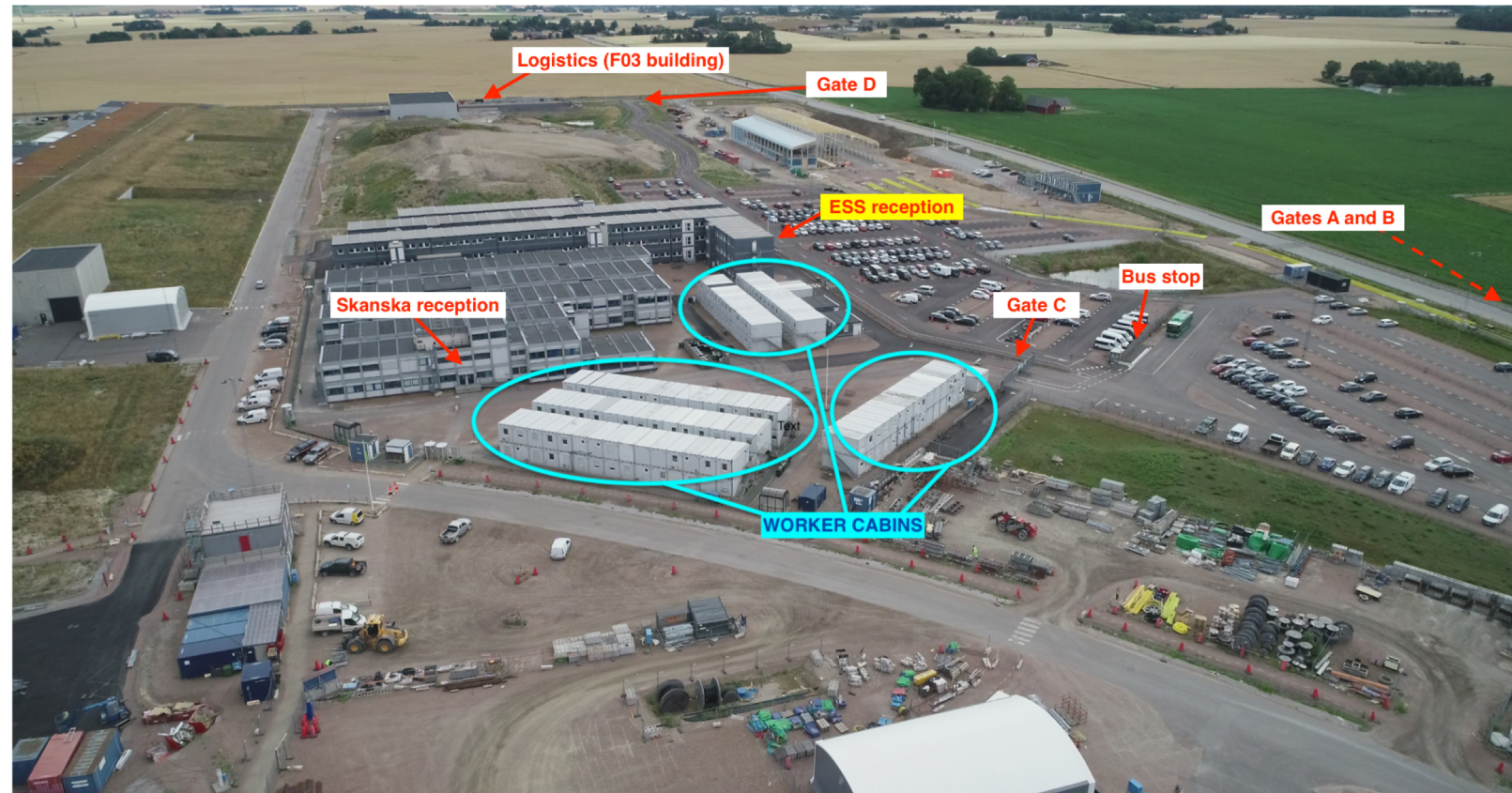
- Offices distributed in 8 ships with two or three floors each.
  - ESS: 2nd floor of ships 1-5 and all 3 floors in ships 6-8
  - SKANSKA: 1st floor of ships 1-5
- Two different receptions:
  - ESS: issues access cards
  - SKANSKA: activates the card to give site access after safety induction



# Worker cabins (1/6)

- Installation crews are entitled to get a spot at a worker cabin, which includes an individual locker (see pictures in next slides)

NOTE: due to COVID-19 restrictions, worker cabins are now occupied at 80% of their capacity. **There is shortage of space.** IPLs are asked to notify asap when a crew leaves the project, so that the worker cabins' spaces can be released.







# Worker cabins (2/6)

- Worker cabins are **requested at the time of registration for the safety induction** (see slide 5)
- **Access to the cabin** is included in the access card at the same time that the site access is given. Each person gets also their name tag for their assigned **locker** (lock not provided-bring your own).
- Worker cabins are **for men only, except one** of the cabins, in which there are separate changing rooms and a common lunch area. IPLs are advised to inform SKANSKA of crews arriving with female members, to request space in the mixed cabin in advance.

# Worker cabins (3/6)

Lockers and drying room for working clothes



# Worker cabins (4/6)

## Showers



# Worker cabins (5/6)

## Kitchen





# Worker cabins (6/6)

Lunch/rest area and individually assigned boxes for kitchen storage




# Accommodation

- Accommodation in the Lund-Malmö area is **difficult to find**. It is highly recommended to start the search well in advance, if possible.
- In-kind partners are **entitled to benefit from ESS agreements** with several companies/hotels with long-term stay options: [ESS contracted hotels list](#).
- At NSS level we are preparing a **confluence page** to compile relevant information **on [Housing options](#)** (<https://confluence.ess.lu.se/display/SPD/Housing+options>) that can be of use. It includes links and tips to understand the Swedish system. You will find information about:
  - Buying (general info, house vs. apartment)
  - Renting (first-hand, second-hand, relocation companies, ESS agreements)

More questions? Contact [inga.tejedor@ess.eu](mailto:inga.tejedor@ess.eu)

### Housing options

Created by Inga Tejedor, last modified on Sep 11, 2020




This page summarizes diverse accommodation options available in the Lund-Malmö area. You will also find tips or suggestions to understand the Swedish system, that might differ to what is common in other countries. Please understand that the information gathered here is mostly a "route-map". Official information can only be found in the different websites that you will see below.

#### Buying

Real estate agents all over Sweden use the same website to publish most of the items they manage (houses, apartments, holiday accommodation, lot of land/plot, townhouses or farmyards). Please visit the following website to find what is available: <https://www.hemnet.se/>

NOTE: the housing market in Sweden can evolve quite fast, which means that available options might disappear from the web in a matter of days. In order for you to have an idea of how to filter properly and understand the basic information, please check the brief information below:



Another website with similar information, but maybe not as popular, is <https://bovision.se/>

#### House:

#### Apartment:

In Sweden buying an apartment does not give you the ownership of the apartment itself, but the right to live in it. A possibly translation to English from the Swedish term "bostadsrätt" is a tenant-owned apartment. Examples of implication

- You would need approval from the board (styrelse) of the housing association (bostadsrättsförening) to rent out your apartment second hand if you wanted. You would have to specify for how long and motivate the reason (commonly accepted: up to 2 years because you will work/study in another city or medical reasons). Without their approval, you are not allowed to rent your apartment out and can face legal consequences.
- You need approval to perform certain reforms in your apartment.
- You still need to pay a monthly fee (avgift) to the housing association to cover expenses (past loans, future renovations, common costs). Although this is common in many countries, the sum for this fee can be quite high, depending on the economic situation of the housing association.

#### Renting

You can rent it first-hand (directly from the landlord) or second-hand (from a tenant).

#### Options first-hand:

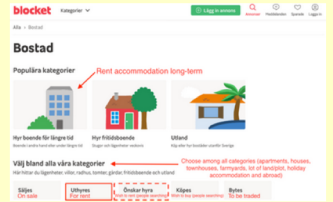
Finding first-hand's apartments in the Lund area is quite challenging due to the high demand. There are both private and public organizations that gather apartments that can be rented. You need to register yourself and place yourself in the queue.

- Public organizations:
- Private companies:

#### Options second hand:

These are more common, but also difficult to find. This is the main option when you don't yet have a Swedish tax number (personnummer) and you are not getting support from a relocation company. Here you have some websites in which you can find second hand accommodation:

- Blocket:** <https://www.blocket.se/> This is a very popular website used in Sweden to sell/buy almost everything. You can search in the accommodation section (Bostad) and then choose the option that applies to you.



Unfortunately, due to the high number of people searching for an apartment in the Lund-Malmö area, it is common to apply for an apartment to rent and not get any response from the landlord. Some landlords actually choose NOT to put their announcement out, but to search for suitable tenants in the "Önskar hyra" (which to rent) section.

#### Quick tip

You can publish your own ad to present yourself as "looking for an apartment". This option has been successful in the past. You can find below a presentation to help you create this ad. Unfortunately, the Blocket website has changed format since this presentation was created, but most of the steps, vocabulary and suggestions to create the ad remain.



Questions?