

LEDELSESSYSTEM FOR KVALITET

NS-EN ISO 9001:2015

Prosess / rutine	HMS hos Solholm Services			
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1. PURPOSE / OBJECTIVES

The purpose of this document is to describe the various health, safety and environmental activities to be carried out at Solholm Services to ensure that we reach our HSEQ targets and that the requirements described in the Regulations on Systematic Health, Environmental and Safety Activities in Enterprises (Internal Control Regulations) are observed so as to avoid injury to personnel and damage to plant and the environment.

2. SCOPE

This document applies to all activities performed by Solholm Services.

3. RESPONSIBILITY AND AUTHORITY

The Management team in Solholm Services is strongly involved in HSE.

The management team is responsible for promoting a good health, environmental and safety culture within his/her organisation.

All employees have an obligation to participate in internal control work. Such participation means that no one may be indifferent to situations or incidents that affect our health, our environment and/or our safety. Such situations or incidents are to be reported to immediate superiors, and everyone has a duty, within his/her allocated authority, to bring such situations or incidents under control.

Approximately every quarter, the management Group in Solholm Services hold a management meeting in which HSE activities are followed up and reviewed.

The management team is responsible for creating a positive attitude towards HSE work and for ensuring that Norwegian legislation is observed and that HSE Work is always a point on the agenda for regular staff meetings.

4. HSE POLICY

Solholm Services HSEQ Policy: HSE-001-G01

At all levels in the company, from managers to the individual employee, business is to be conducted in such a way that HSE is given priority in line with Solholm Services other business activities.

HSE is a management responsibility that follows the company's line organisation in departments / projects, and is to be exercised in accordance with Solholm Services HSE management systems, legislation and the requirements of the authorities so as to advance the health and safety of all employees, create a good and safe working environment, protect the environment and safeguard property.

5. ORGANISATION, TRAINING AND LEGISLATION

5.1. Organisation

The Company's organisation is described in the quality management system.

5.2. Legislation, regulations, rules, standards and the company's requirements

Norwegian legislation and regulations, as well as a selection of standards, are available through the quality system. Special regulations concerning health, safety and environmental work in enterprises (the Internal Control Regulations) provide provisions based on the statutes and regulations that apply particularly to HSE work.

Directives and instructions applying to Solholm Services including goals and values, ethical guidelines and Solholm Services social policies are available through the quality system.

Every employee and leased worker have an obligation to familiarise him/her with the requirements applying to his/her work.

QMM-005-R02 Evaluation of compliance to laws and regulations.

5.3. Evaluation of the sub-contractor's qualifications

Suppliers shall in general be approved through the company's established process.

QMM-003-T02 Check list for supplier quality. QMM-003-T05 Supplier evaluation. QMM-003-T06 Supplier performance report template. QMM-003-T07 Approved supplier list.

6. EVALUATION AND RISK MANAGEMENT

6.1. Review - Assessment

Personnel always follow the customer's system, Solholm Services has no control over this. Refers to QMM-005-R01 Risk and opportunity register where Solholm Services follows up to 3.0 Start project process and Handover to client.

6.2. Control

Any risk problems revealed shall be registered in the non-conformity system and shall also include a description of how the risk is being controlled. Such controls may include:

7. WORKING ENVIRONMENT AND HEALTH

Health and the working environment are to be monitored systematically and the following activities are to be carried out:

7.1. Absence due to illness.

Absence due to illness is to be registered by Managers with personnel responsibility. Reports on such absences are to be drawn up for the Management team.

7.2. Work-related illness (ABS)

Work-related illness (ABS) is to be registered by managers with personnel responsibility and reports shall be drawn up for the Management team.

7.3. Overtime

Use of overtime is to be registered by Managers with personnel responsibility. The individual line manager is to perform trend analyses and – if necessary – in good time assess any need to seek an extension of the overtime provisions.

7.4. HSE data sheets

During project Solholm Services will follow customers datasheet and procedures.

7.5. Personal safety equipment

During the project, personnel will follow customers HSE procedures, and required safety equipment.

8. PLANNING AND PROCEDURES

8.1. HSE programme

Our workers are subject to the customer's systems, procedures and plans.

8.2. Emergency preparedness plan

Our workers are subject to the customer's systems, procedures and plans. We are notified by the customer of events, and then act in accordance with the HSE-003-P01 Emergency response plan.

9. IMPLEMENTATION AND FOLLOWING UP RESULTS

9.1. Controlling and following up work activities

The following functions are responsible for controlling and following up work activities:

Management team is to:

- ◆ go through all reports on absences due to illness, industrial diseases, industrial accidents and near accidents, as well as all reports on industrial hygiene investigations and measuring results.

Line manager in cooperation with safety delegates is to:

- review the overtime status of all employees,
- check that employees allocated to special work have received necessary training,
- ensure that approved personal safety equipment is made available and inspected,
- ensure that necessary emergency preparedness procedures are established,
- ensure that reports on incidents are reviewed at departmental meetings.
- Is to identify work-related illnesses and analyse related trends.
- Maintain the employee register.

Employee Is to perform his/her assignments safely and has an obligation to participate in the internal control work as described in point 5. If involved in incidents, he/she is to write a report on this.

Safety delegate: We hire a man as a safety delegate when we have town hall meetings with the workers. Otherwise we are included in the Customer's systems.

HSE representative

- ◆ Is to coordinate HSE activities, carry out audits and update the HSE programme so that the Company achieves its goals for Health, Safety and quality.
- ◆ Shall coordinate the work of the safety delegates, (if applicable).

9.2. Notification and reporting incidents/dangerous situations

Serious industrial accidents are to be reported to the Norwegian Labour Inspection Authority and the nearest police authority.

Serious industrial accidents or near accidents are to be reported to the customer in accordance with contract requirements.

9.3. Reporting incidents and non-conformity

Non-conformity, incidents and suggestions for improvements are to be registered in Solholms QMM-002-R01 Non-Conformance and Improvement log (Sharepoint)

9.4. Working environment and health

At all departmental project meetings, HSE is to be a permanent item on the agenda. All incidents, non-conformities and other relevant HSE matters are to be reviewed during this item.

9.5. HSE reporting

- ◆ No. of accidents / near-accidents / dangerous situations / losses
- ◆ No. of incidents, including lost time
- ◆ No. of working hours
- ◆ Registered overtime
- ◆ Absences due to illness
- ◆ New incidents of work-related illness

9.6. Experience sharing

HSE experiences are to be described in the final report on the project.

9.7. Investigating and reporting particularly serious incidents

In the event of particularly serious incidents, an investigation committee is to be appointed.

10. AUDITS

Audits are to be performed in accordance to QMM-003-R01 Audit plan and results.

11. REFERENCES

HSE-001-G01	HSEQ Policy:
QMM-005-R02	Evaluation of compliance to laws and regulations.
QMM-003-T02	Check list for supplier quality.
QMM-003-T05	Supplier evaluation.

QMM-003-T06 Supplier performance report template.
QMM-003-T07 Approved supplier list.
QMM-002-R01 Non Conformance and Improvement log
QMM-003-R01 Audit plan and results.
HSE-003-P01 Emergency response plan
QMM-005-R01 Risk and opportunity register

Regulations on Systematic Health, Environmental and Safety Activities in Enterprises (Forskrift om systematisk helse-, miljø- og sikkerhetsarbeid i virksomheter) , otherwise known as Internal Control Regulations (Internkontrollforskriften) of 6 December 1996. (Last revised 07 January 2017)

REVISJONSHISTORIKK

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1	18.11.2019	New document	CE	FHS
2	28.10.2022	Gjennomgang av document	CBE	CBE