



Introduction to HSE / Introduction to HSE for managers

COURSE INSTRUCTOR:

WEBINAR:

About us

Leading supplier of occupational health services in Norway and Sweden

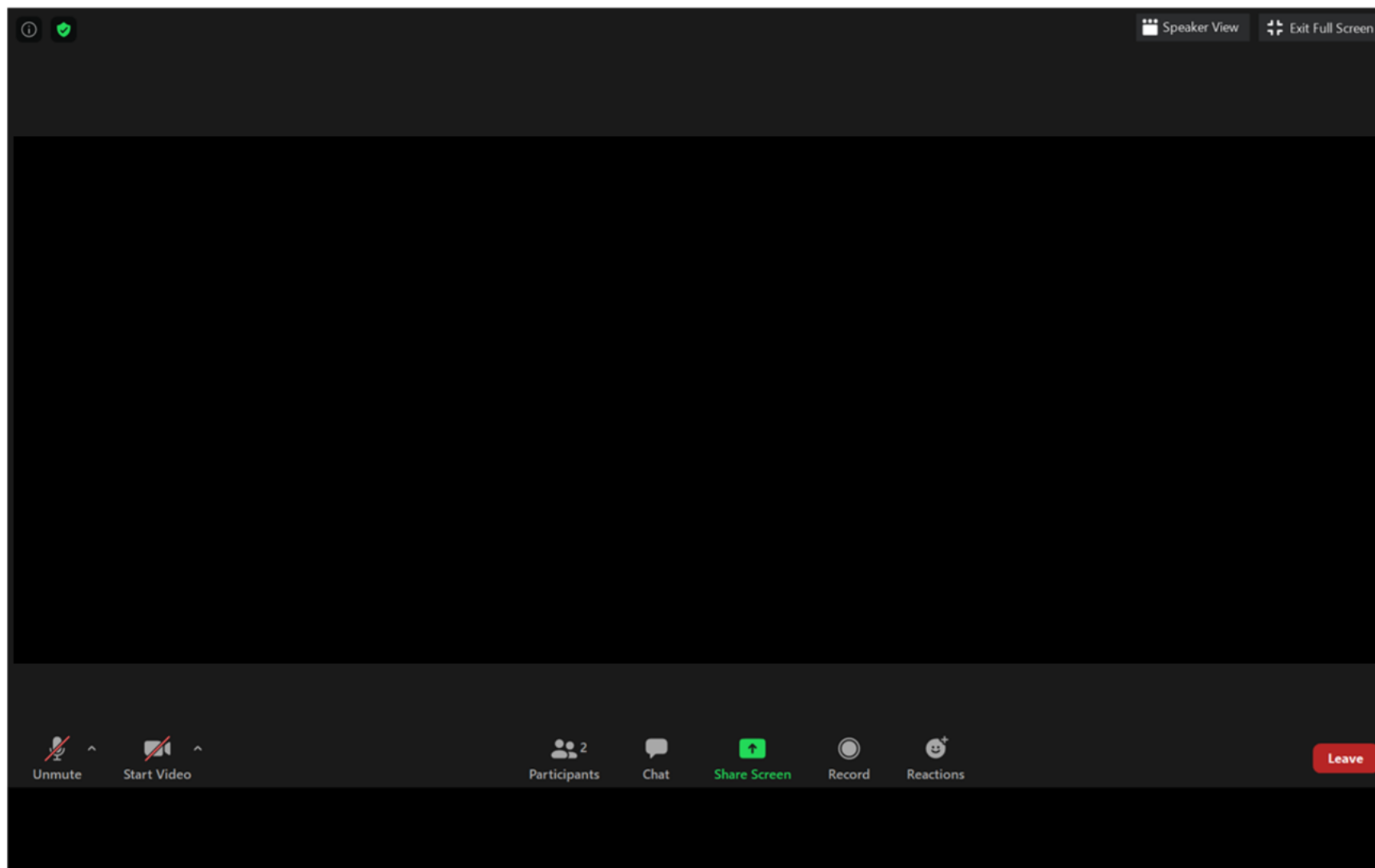
- ✓ small and medium-sized businesses
- ✓ In all industries

Our services:

- ✓ Mandatory occupational health services
- ✓ Avonova Assist
- ✓ HSE- and other WEA-courses
- ✓ Leadership and organisational development
- ✓ Work-oriented and interdisciplinary specialized rehabilitation



How to use Zoom



Attending our courses

1. Use of the microphone and camera
2. Be present
3. Call support: +47 33 12 19 70



Presentation of the participants

Name

Job position

Location

HSE-role

Expectations of the course




Background for the course



- WEA section 3-5: The employer's obligation to undergo training in health, environment and safety work
- WEA section 6-5: The employer shall ensure that safety representatives receive necessary training
- WEA section 7-4: The employer shall ensure that members of the working environment committee (WEC) receive necessary training
- WEA section 3-2 b: Employees charged with directing or supervising other employees shall have the necessary competence to ensure that the work is performed in a proper manner with regard to health and safety

Regulation on organisation, management and participation (section 3-18)



The objective of this course is to give you:

- An understanding of what a satisfactory working environment involves
- An introduction and briefing of the Working Environment Act and other relevant laws and regulations
- An overview of the roles, responsibilities and tasks of the HSE work
- Knowledge of the continuous HSE work based on broad participation, good documentation and systematic work
- Knowledge to identify and calculate risks in physical, psychosocial and organisational factors in the workplace

Why HSE work?



REQUIRED BY LAW

- Regulation concerning systematic health, environmental and safety activities in enterprises (Internal Control Regulation)
- Working Environment Act § 3-1



ETHICS

- A fundamental respect for life and health
- The belief that looking after your employees is a good investment

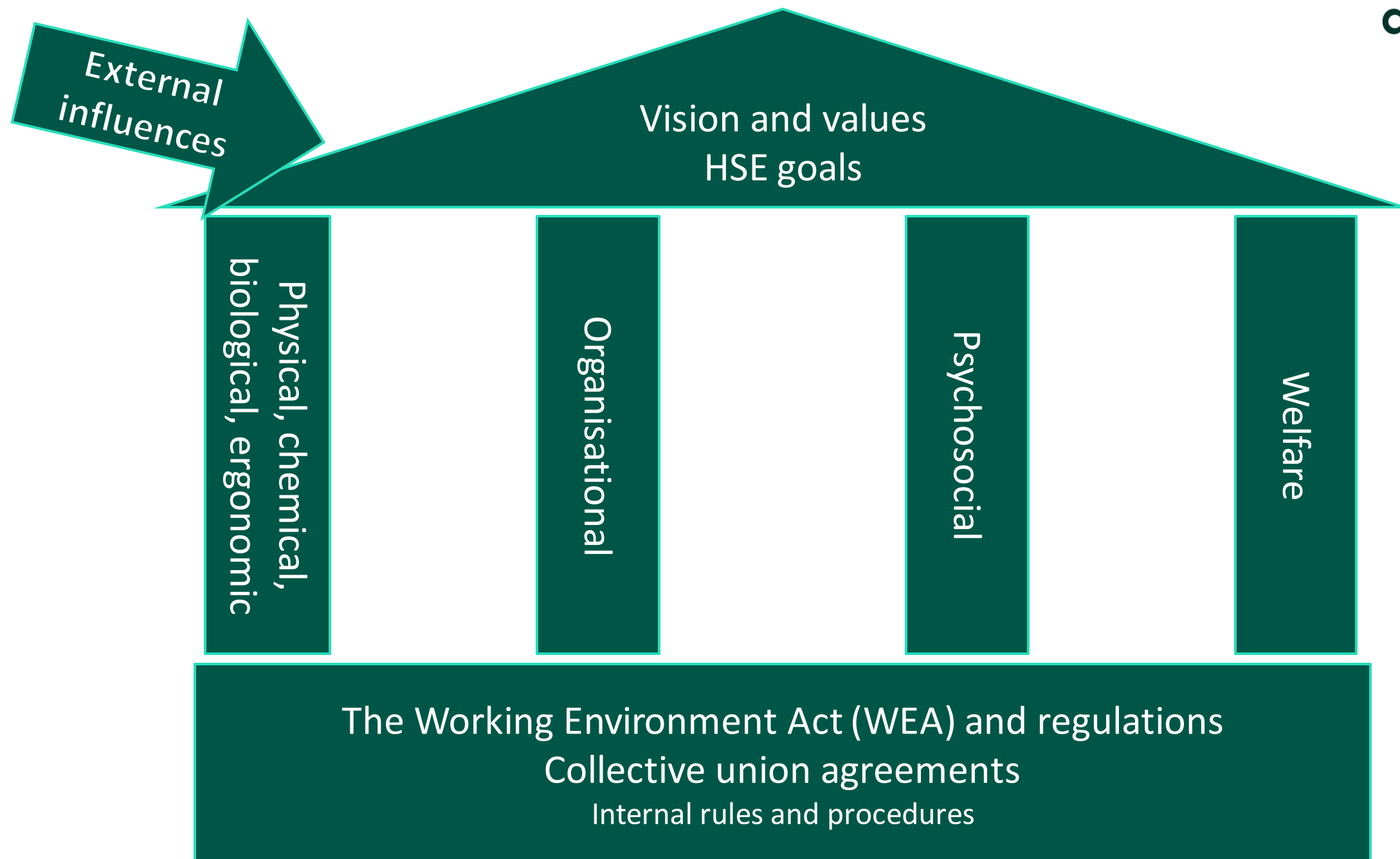


PROFITABILITY

- HSE is usually very profitable

If you think HSE is expensive – try an accident!

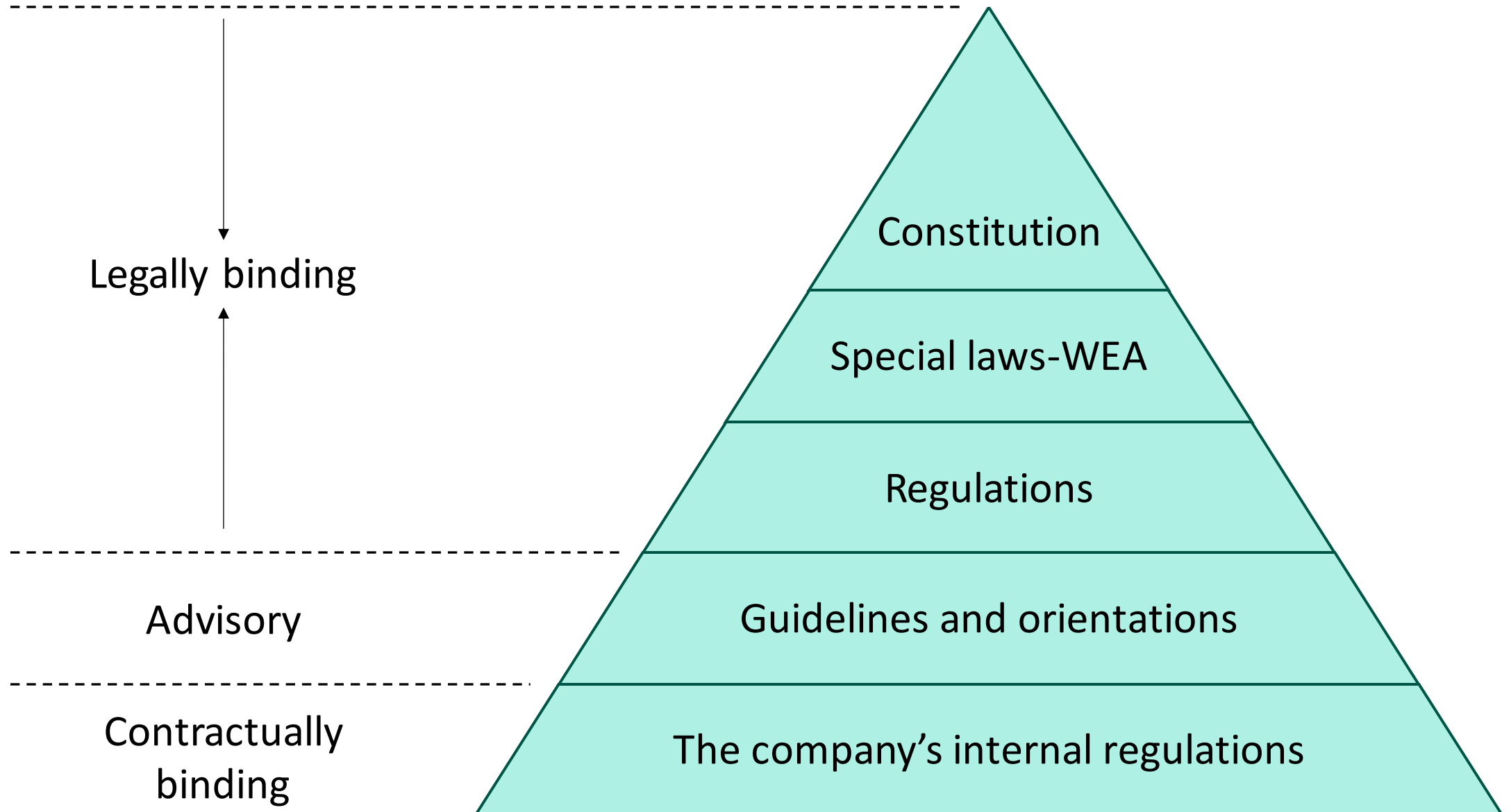
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Advantages of good HSE work

- **Reduced costs**
- **Increased productivity**
- **Work commitment**
- **Reputation**
- **Competitive advantage**

Structure of the regulations



The Working Environment Act

- Ch. 1: The purpose and scope of the Act
- Ch. 2: Duties of employer and employees
- Ch. 2 A: Notification
- Ch. 3: Working environment measures
- Ch. 4: Requirements regarding the working environment
- Ch. 5: Obligation to record and notify, requirements to manufacturers, etc.
- Ch. 6: Safety representatives
- Ch. 7: Working environment committees

Ch. 8: Information and consultation

Ch. 9: Control measures in the undertaking

Ch. 10: Working hours

Ch. 11: Employment of children and young persons

Ch. 12: Entitlement to leave of absence

Ch. 13: Protection against discrimination

Ch. 14: Appointment, etc.

Ch. 14 A: Agreements limiting competition in employment relationships

Ch. 15: Termination of employment relationships

Ch. 16: Rights of employees in the event of transfer of ownership of undertakings

Ch. 17: Disputes concerning working conditions

Ch. 18: Regulatory supervision of the Act

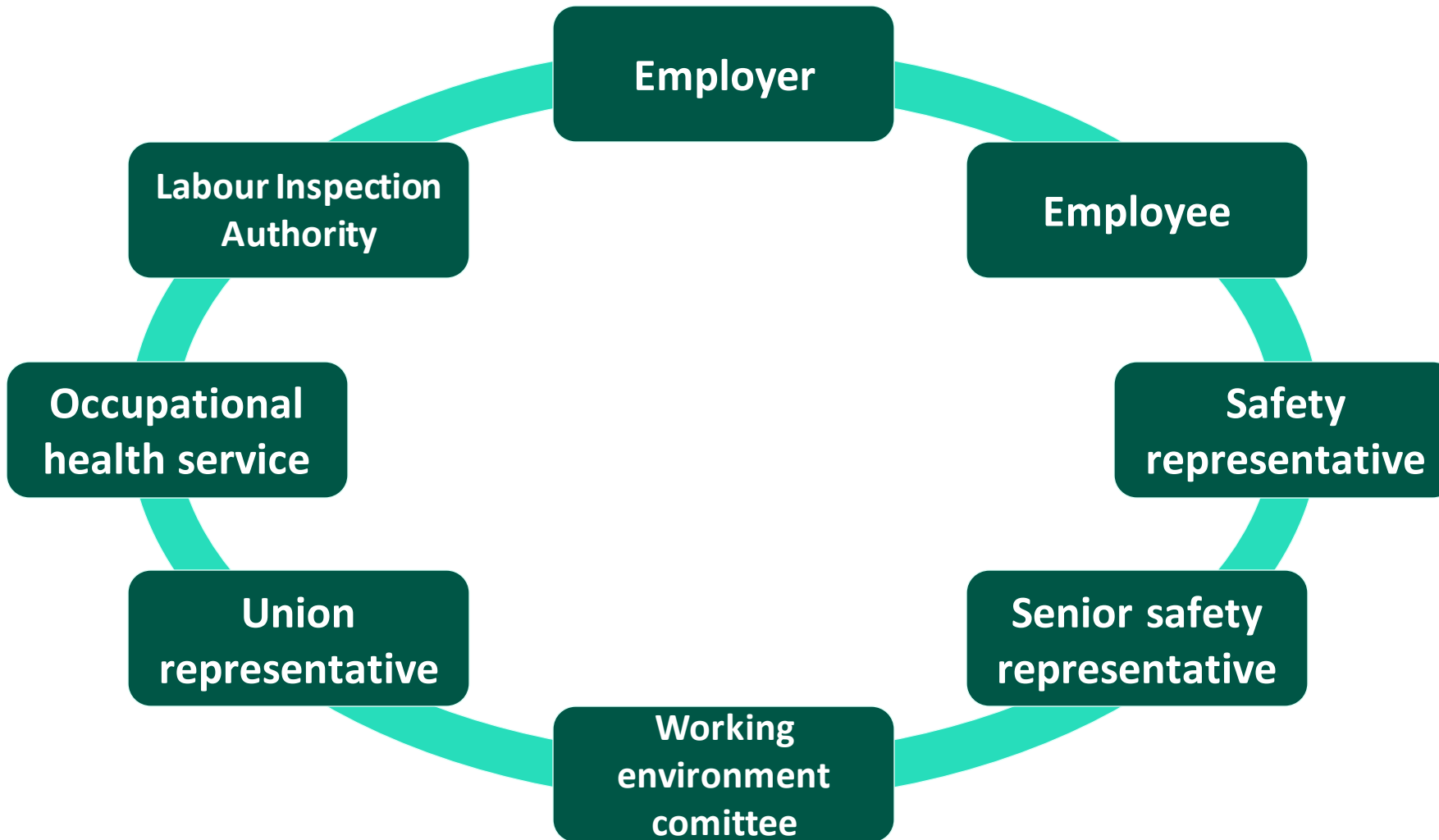
Ch. 19: Penal provisions

Ch. 20: Final provisions

Chapter 1: The purpose of the Act

- a) To secure a working environment that provides a basis for a *healthy* and *meaningful* working situation, that affords *full safety from harmful physical and mental influences* and that has a standard of welfare at all times consistent with the level of technological and social development of society
- b) To ensure sound conditions of employment and equality of treatment at work
- c) To facilitate a good organisational climate of expression in the business
- d) To facilitate adaptations of the individual employee's working situation in relation to his or her capabilities and circumstances of life
- e) To provide a basis whereby the employer and the employees of undertakings may themselves safeguard and develop their working environment in cooperation with the employers' and employees' organisations and with the requisite guidance and supervision of the public authorities
- f) To foster inclusive working conditions

Roles of the HSE work





Section 2-1: Duties of the employer

The employer shall ensure that the provisions laid down in and pursuant to this Act are complied with. This entails:

- Have relevant requirements that applies to the company
- Taking initiative to ensure that business is planned and organised in a way that meets the requirements to the work environment
- Ensuring the introduction and implementation of systematic HSE work in the organisation, in cooperation with the employees and their representatives



Section 2-2: Duties of the employer towards persons other than own employees

When persons other than the employer's own employees perform tasks in connection with the employer's activities or installations, the employer shall:

- ensure that activities are arranged and performed in such a manner that persons other than his/her own employees are also ensured a thoroughly sound working environment
- cooperate with other employers in order to ensure a thoroughly sound working environment
- ensure that their working hours comply with the provisions of chapter 10
- The principal undertaking shall be responsible for coordinating the HSE work of each undertaking
- If none of the undertakings may be regarded as the principal undertaking, it shall be agreed in writing which undertaking shall be responsible for coordination

The employer's duties vs. right to control

Duty to investigate

Duty to act
Duty of care

Duty to ensure employee
participation

Right to control

A person wearing a dark pinstriped business suit and a white shirt is holding a white rectangular sign. The sign has the text "I AM YOUR BOSS!" written in black, bold, handwritten-style capital letters. The person's hands are visible at the top and bottom edges of the sign. The background is plain white.

I AM YOUR BOSS!

Section 2-3: Employee's duty to cooperate

Employees shall cooperate on the **design, implementation and follow-up** of the organisation's systematic work on health environment and safety.

Use prescribed PPEs

Exercise caution

Prevent accidents and health injuries

Notify about faults and defects

Interrupt work when life or health is at risk

Notify about harassment and discrimination

Notify about work related injuries and diseases

Dialogue meetings

Safety representatives

- Chapter 6
- Selection
- Training
- Use of time and amount of work
- Confidentiality



Section 6-2: Duties of safety representatives

The safety representative shall safeguard the interests of employees in matters relating to the working environment

The safety representative shall ensure that the organisation is arranged and maintained, and that the work is performed in such a manner that the safety, health and welfare of the employees are safeguarded in accordance with the provisions of this Act

Section 6-2:

The safety representative shall particularly ensure:

1. that employees are not exposed to hazards from machines, technical installations, chemical substances and work processes,
2. that safety devices and personal protective equipment are provided in adequate numbers, that they are readily accessible and in proper condition,
3. that the employees receive the necessary instruction, practice and training,
4. that work is otherwise arranged in such a way that the employees can perform the work in a proper manner with regard to health and safety,
5. that notifications concerning occupational accidents, etc. are made, pursuant to section 5-2.



Section 6-3: Right to halt dangerous work



- (1) If a safety representative considers that the life or health of employees is in **immediate danger** and such danger cannot be averted by other means, work may be halted until the Labour Inspection Authority has decided whether work may be continued. Work may only be halted to the extent the safety representative considers necessary in order to avert danger
- (2) The halting of work and the reason for this shall be reported without delay to the employer or the employer's representative
- (3) The safety representative is not liable for any loss suffered by the undertaking as a result of work being halted pursuant to the provision laid down in the first paragraph



Senior safety representative

- Coordinate the work of the safety representatives
- Support local safety representatives
- Cannot overrule local safety representatives
- Cooperate with the senior management
- Shall participate in the WEC as one of the employee representatives
- Dialogue with the unions

Section 6-5: Costs, training, etc

(1) The employer shall ensure that safety representatives receive the training necessary to perform their duties in a proper manner. The safety representative has the right to attend the necessary training in the form of courses held by the employee organisations. The Ministry may by regulation lay down further requirements regarding such training

(2) Safety representatives shall be allowed the time necessary to perform their duties in a proper manner. As a general rule these duties shall be performed within normal working hours

(3) The employer is responsible for the costs of training and other costs associated with the work of the safety representatives. The duties of the safety representatives that must be performed outside normal working hours pursuant to section 10-4 shall be remunerated as overtime work

(4) The employer shall ensure that the office of safety representative shall not involve a loss of income for the safety representative or in any other way impair his terms and conditions of employment



Union representative

- Union representatives are usually elected by members of a club/union in a workplace to be the spokesperson of these employees, but can also be elected in workplace without organised employees
- Union representatives follow up that the agreements between the employees' and employers' unions are complied with. The safety representative follows up that the workplace complies with the HSE requirements in the Working Environment Act
- The Norwegian term «tillitsvalgt» applies to both «union representative» and the more general term «employee representative»
- This means WEA requirements about involvement of employee representatives can mean union representatives, but also safety representatives and members of the working environment committees

Safety- or union representatives?

Preventive
HSE work

Facilitation
of work

Assessment and
monitoring of the
working environment

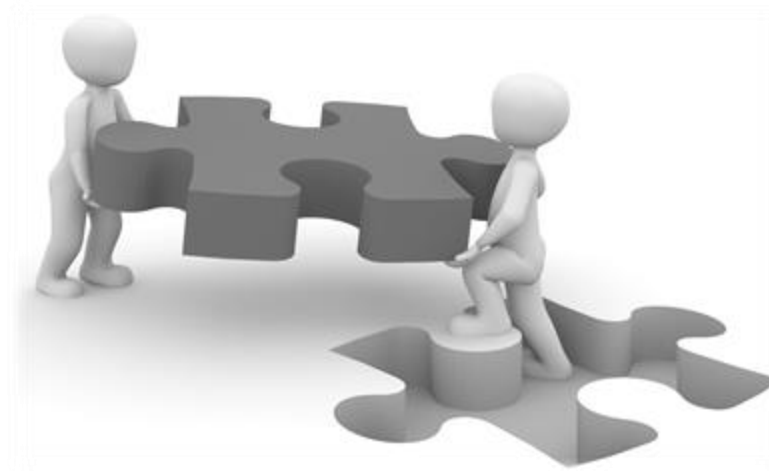
Development of the
working environment

Harassment

Personnel matters and
conflicts

Working hours

Training



Queries about wages and
working conditions

Wage negotiations

Leave of absence

Organisational changes and
new technology

Work planning /
overtime

Chapter 7: Working Environment committee



- Organisations with at least 50 employees shall have a working environment committee (WEC)
- A committee where employer and employee representatives meet regularly to cooperate on ensuring a fully satisfactory working environment throughout the company
- The committee shall take part in planning the company's HSE work and closely follow the development of the working environment
- Equal number of employer's and employees' representatives
- Senior safety representative, senior management and occupational health services shall be part of the committee
- Annual report to the board and employees' unions

Tasks of the working environment committee

- Questions relating to the occupational health service and the internal safety service
- Questions relating to training, instruction and information activities that are of significance for the working environment
- Plans about construction of or refurbishing facilities, that require the consent of the Labour Inspection Authority
- Other plans that may be of significance for the working environment, such as plans for construction work, purchase of machines, rationalisation, work processes and preventive safety measures
- Establishment and maintenance of the undertaking's systematic HSE work
- Health and welfare issues related to working-hour arrangements
- Study all reports relating to occupational diseases, occupational accidents and near accidents; focus shall be on finding the cause and ensuring that employer takes steps to prevent recurrence
- Study all reports relation to occupational health inspections and measurements

The committee's authority to make decisions



- If the WEC considers it necessary in order to protect the life or health of employees, it may decide that the employer shall implement concrete measures to improve the working environment
- In order to determine whether a health hazard exists, the committee may decide that the employer shall conduct measurements or examinations of the working environment
- Time limits for implementation of WEC's decisions shall be imposed
- If the committee deems it necessary, it may in its follow-up of diseases, occupational accidents and near accidents decide that inquiries shall be conducted by specialists or by a commission of inquiry appointed by the committee



Section 3-3:

Occupational health services

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- 1) The employer is obliged to provide occupational health services approved by the Labour Inspection Authority if so necessitated by risk factors in the organisation. The assessment of whether such an obligation exists shall be made as part of the implementation of the systematic HSE work
- 2) The Occupational Health Service shall assist the employer, the employees, the working environment committee and safety representatives in creating safe and sound working conditions
- 3) The Occupational Health Service shall have a free and independent position as regards working environment matters

Which industries require OHS?

Labour Inspection Authority

- Follows up that the companies fulfill their responsibilities in accordance with the working environment legislation and other regulations that have been added their authority

Key tasks:

- Supervision
- Guidance
- Cooperation with other control agencies etc.
- Contributes to the further development of the HSE regulations

Tools:

- Orders
- Shut down of operations
- Coercive fine and infringement fine



Systematic health, environment and safety

Section 3-1 (WEA)

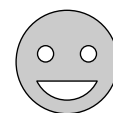
The employer shall ensure that systematic HSE work is carried out at all levels in the company in collaboration with the employees and their representatives.

Section 3 (Internal control regulation)

Systematic measures designed to ensure that the activities of the enterprise are planned, organised, performed, secured and maintained in conformity with requirements laid down in or pursuant to the health, environmental and safety legislation



Health, safety and environment



Health



Safety



Environment

Internal Control Regulations section 5

Internal control entails that the enterprise shall:

1. Ensure that the Acts and regulations in the field of health, environmental and safety legislation that apply to the enterprise are accessible, and have an overview of requirements of particular importance to the enterprise	
2. Ensure that the employees have sufficient knowledge and proficiency in systematic health, environment and safety activities, including information on changes made	
3. Ensure employee participation so as to utilise overall knowledge and experience	
4. Establish health, environmental and safety objectives	Must be documented in writing
5. Have an overview of the enterprise's organisational set-up, including allocation of responsibilities, duties and authority regarding the work on health, environment and safety	Must be documented in writing
6. Identify dangers and problems, and on this basis perform risk assessment, draw up appurtenant plans and measures in order to reduce the risk	Must be documented in writing
7. Implement routines to uncover, rectify and prevent breaches of requirements established in or pursuant to the health, environmental and safety legislation	Must be documented in writing
8. Carry out systematic supervision and review the internal control system to ensure that it functions as intended	Must be documented in writing

Heinrich Theory

Accidents do not just happen, they are caused! The serious incidents are only the «tip of the iceberg»

Falling and breaking the neck

Falling and breaking the arm

Falling and getting bruised

Almost falling

Oil spill on the floor which is not cleaned up



5 QUESTIONS:

- 1 What may happen?
- 2 Why does it happen?
- 3 How often does it happen?
- 4 What are the resulting consequences?
- 5 What can we do to reduce the risk?

Methods of analysing the organisation

- Risk assessment
- Job safety analysis
- HSE walkthrough
- Survey/questionnaire
- Interview
- Group interview
- 1:1 follow-ups (such as performance appraisal and dialogue meetings)

What is a dangerous occurrence?



Why does it happen?

What may happen?

What are the resulting
consequences?

Risk assessment

Likelihood	
1 Rare	May only occur in exceptional circumstances – never heard of it
2 Unlikely	Will most likely not happen – have heard of it
3 Possible	May occur – maybe once a year
4 Likely	Will probably occur / is known to occur – several times a year
5 Almost certain	Expected to occur / commonly repeating – weekly or daily

Consequence	
1 Insignificant	Negligible / unnoticeable
2 Minor	Minor injury or illness – e.g. a few days sick leave
3 Moderate	Significant injury or illness – e.g. long term consequences and long term sick leave
4 Major	Major injury or illness – e.g. permanent injury and work incapacity
5 Catastrophic	Death or major permanent incapacity

Level of risk (likelihood x consequence)	
1-4 Low	Acceptable, but risk reducing measures can be considered (cost/gain)
5-9 Moderate	Acceptable if assessed so, but risk reducing measures shall be considered
10-25 High	Unacceptable: risk reducing measures shall be taken

Risk assessment

<ul style="list-style-type: none"> - What can happen? Describe the unwanted occurrences. Should the described work situation be divided into separate risks/elements? - Assess causes and consequences for each risk/unwanted occurrence - Write the unwanted occurrence into the form and choose the likelihood for the occurrence to take place and the consequence of it taking place - The risk is calculated by multiplying likelihood and consequence - Consider the need for measures and write them up on the HSE action plan 	Likelihood for it to happen					Consequence What can it lead to?					Risk and colour
	1	2	3	4	5	1	2	3	4	5	
	Rare	Unlikely	Possible	Likely	Almost certain	Insignificant	Minor	Moderate	Major	Catastrophic	

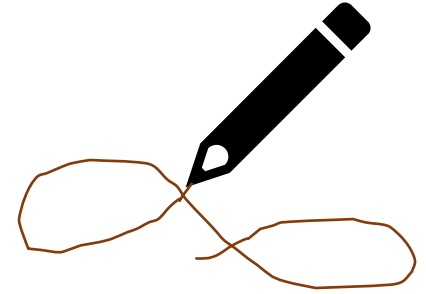
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Risk mapping

How to identify risks that may occur in your workplace ?

What can happen?

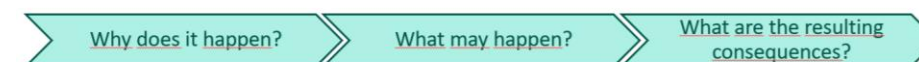
- Safety / security?
- Physical working environment?
- Chemical working environment?
- Biological working
- Ergonomic workload?
- Psychosocial work environment?
- Organisational work environment?



Work in group: Risk assessment

Select 3 events for risk assessment

- Describe what may happen
- Examine why it does happens
- Examine consequence if it happens
- Calculate likelihood x consequence = level of risk



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- Action plan

HSE action plan			Company / department:			
Follow-up of identified risk areas/problems from assessments of the working environment (risk assessments, safety rounds, questionnaires etc.)						
Our company's HSE objectives:			Manager:			
			Safety representative:			
Date	Working environment challenge/ case	Measures / solutions	Responsible	Due date	Completed date/sign.	Evaluated
Plan created by:			Plan is to be followed up (date):			

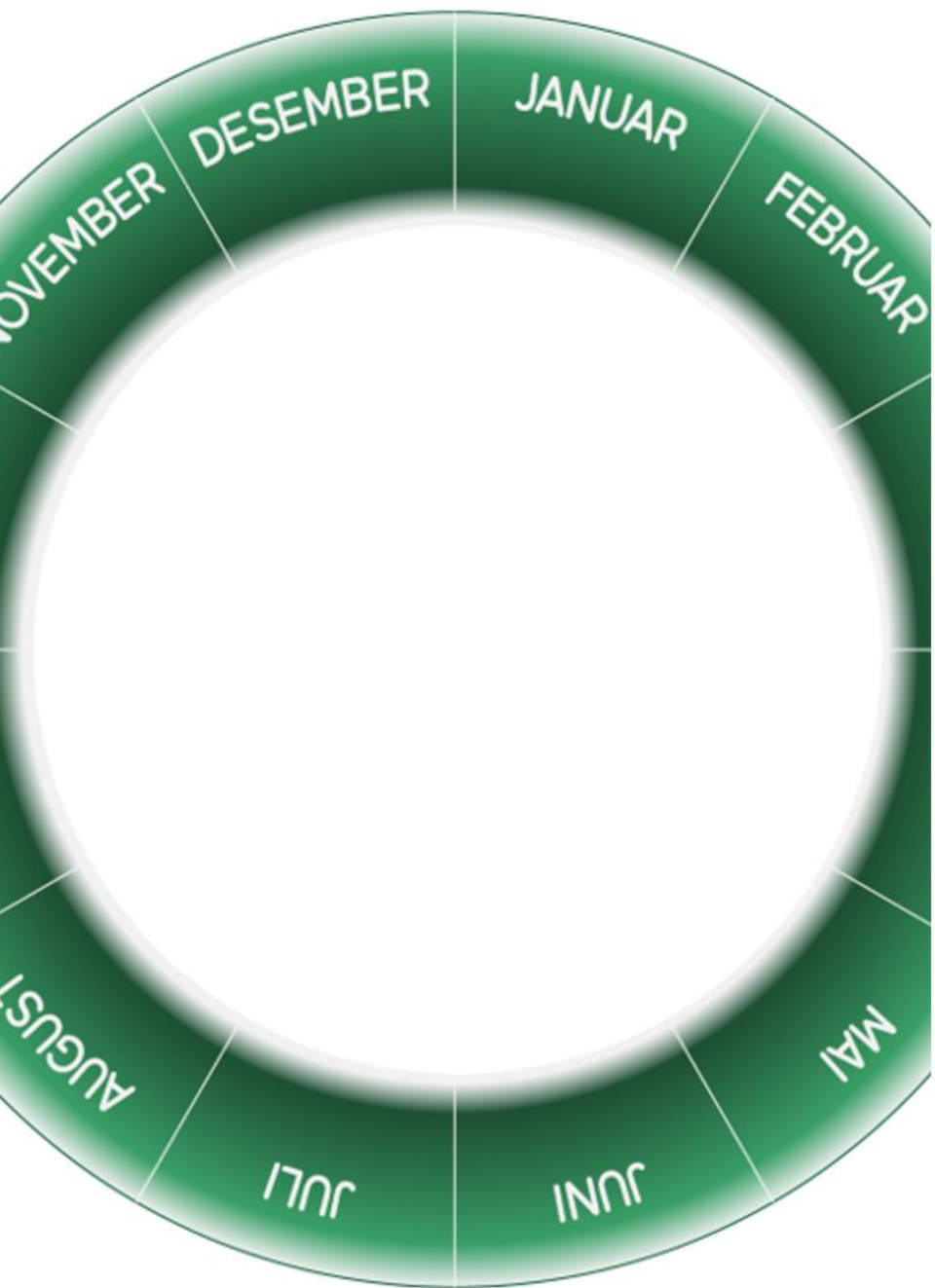


Follow up

Set a date for the review

Go through the assessments again and make changes if necessary

- Did you complete all the measures you decided on?
- Did the measures have the effect you aimed for?
- Did the measures/changes introduce new risks?
- Has there been any changes in the workplace or activities since the last review?



Annual wheel

- WEC meeting
- Safety rounds
- Risk assessment
- Analysis of psychosocial working environment
- Performance appraisals in all departments
- Survey competence and need of competence
- Process all income reports
- Internal revision
- Draw up next years HSE plans

Section 4-1:

General requirements regarding the working environment



- The working environment in the undertaking shall be fully satisfactory when the factors in the working environment that may influence the employees' physical and mental health and welfare are judged separately and collectively. The standard of safety, health and working environment shall be continuously developed and improved in accordance with developments in society
- When planning and arranging the work, emphasis shall be placed on **preventing** injuries and diseases:
 - The organization
 - Arrangement and management of work
 - Working hours
 - Pay systems, including use of performance-related pay
 - Technology, etc.

Employees are not exposed to adverse physical or mental strain and that due regard is paid to safety considerations



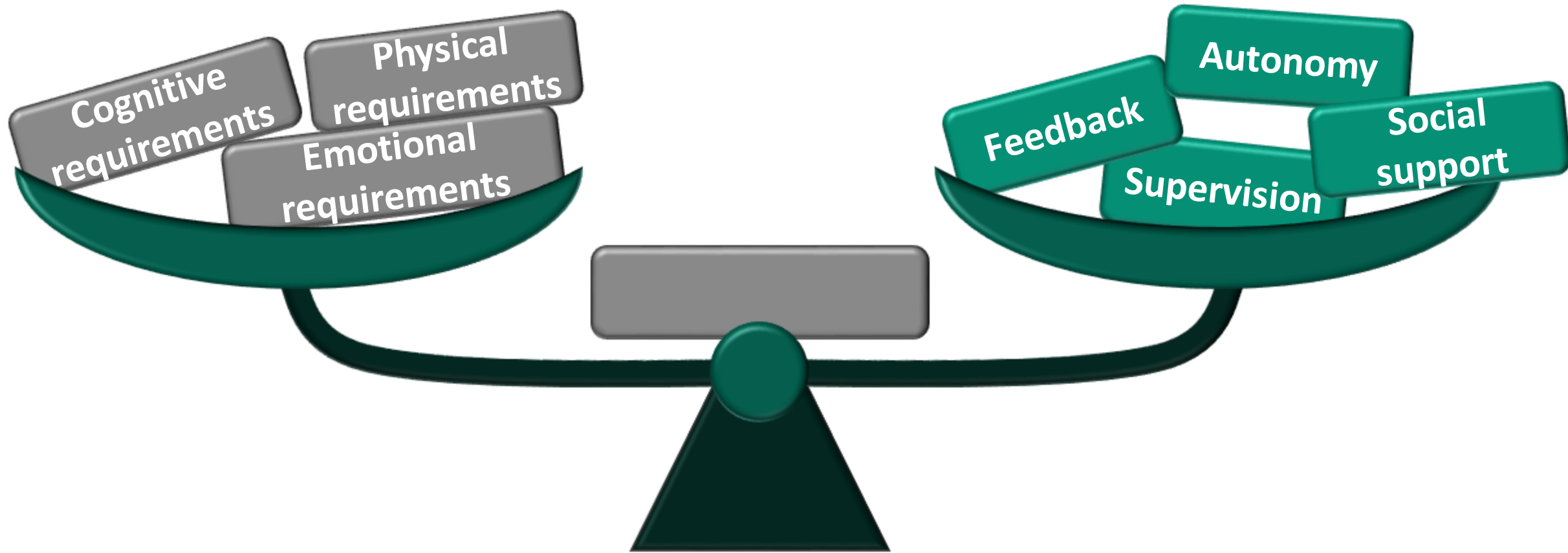
Section 4-2:

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Arrangement, participation and development

- Arrangements shall be made to **enable the employee's professional and personal development**
- The work shall be organised and arranged with regard for the individual employee's capacity for work, proficiency, age and other conditions
- Emphasis shall be placed on giving employees the **opportunity for self-determination, influence and professional responsibility**
- Employees shall be given the **opportunity for variation and for awareness of the relationships between individual assignments**
- Adequate information and training so that employees are able to perform the work when changes occur that affect his or her working situation

Job demands – job resources



Job demands - job resources





Section 4-3:

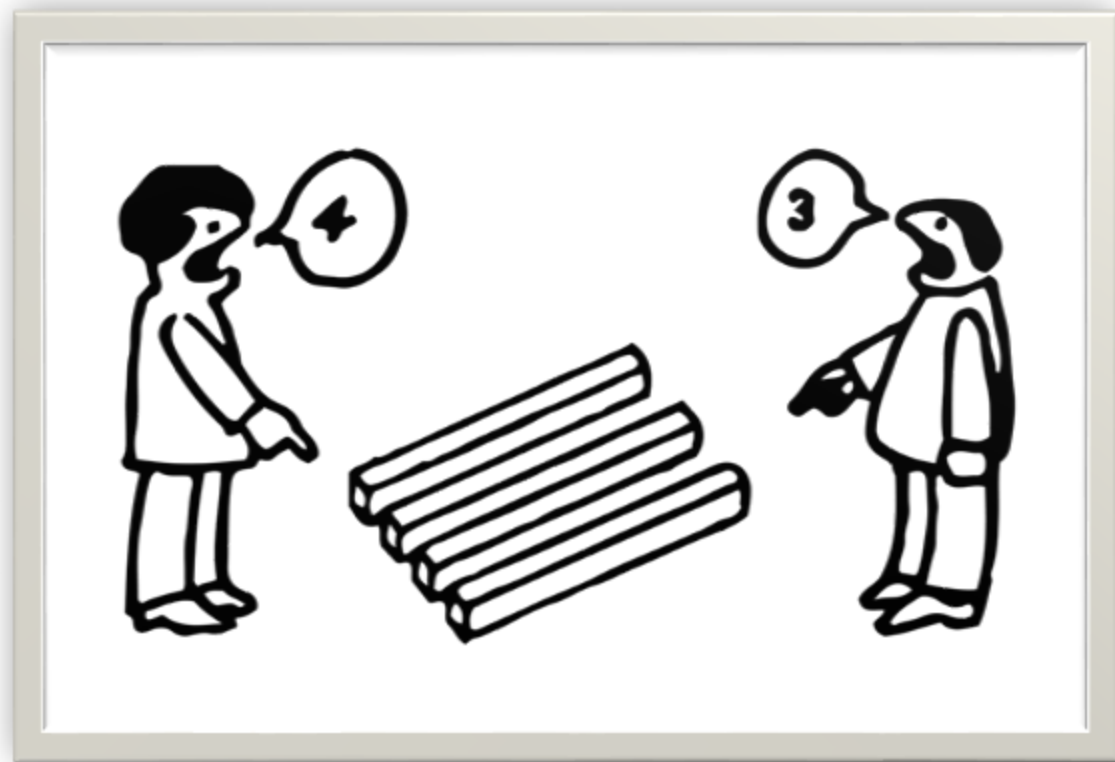
Requirements regarding the psychosocial working environment

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- 1) The work shall be arranged so as to preserve the employees' integrity and dignity
- 2) Efforts shall be made to arrange the work so as to enable contact and communication with other employees of the undertaking
- 3) Employees shall not be subjected to harassment or other improper conduct
- 4) Employees shall, as far as possible, be protected against violence, threats and undesirable strain as a result of contact with other persons

The employer has a duty to care and duty to act

Communication



Conflicts in the working environment



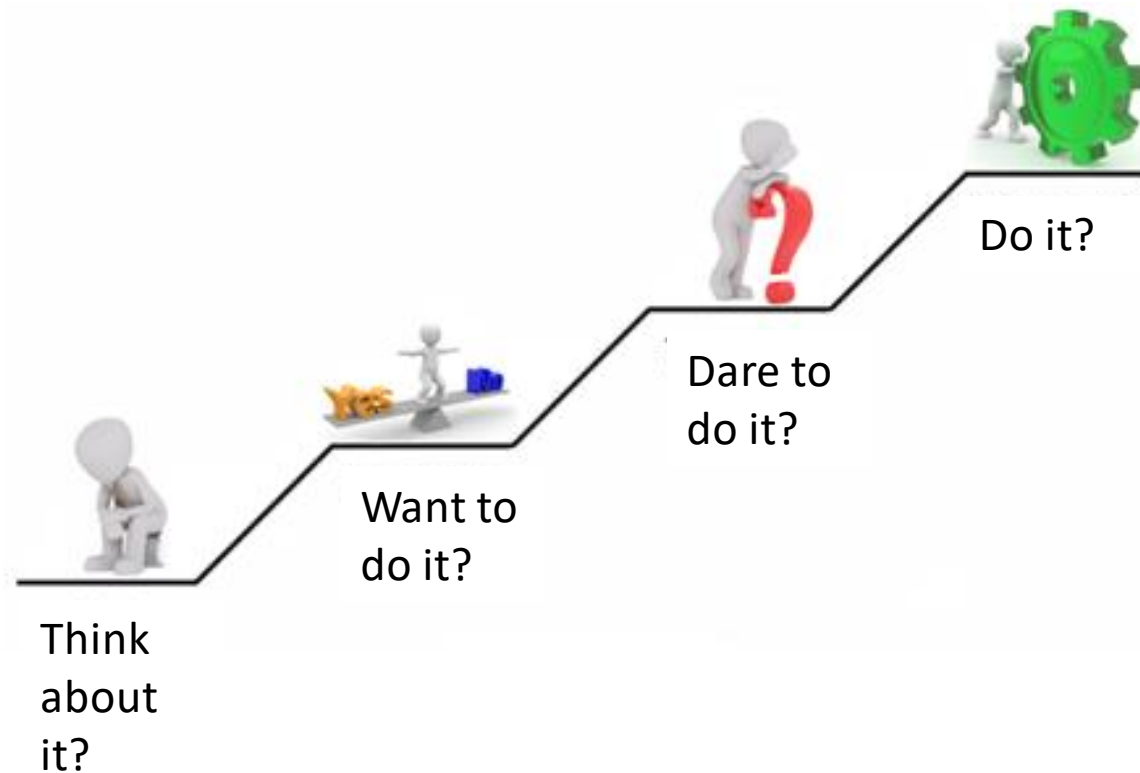
Conflict and disagreement is a natural part of worklife

If a conflict is allowed to escalate and no longer is centered around the matter at hand, it may become harmful

How do we prevent and handle conflicts in our workplace?



Section 1-1 c) Organizational climate



What is organisational climate?

- ✓ Possibility for exchange of opinions, without fear of punishment
- ✓ Criticism and other statements are welcomed as a basis for improvement and development
- ✓ Arenas for dialogue and discussions

Work in group

- What can be the characteristics of a good organisational climate in companies?
- What can be the signs that there is a bad organisational climate in companies?
- What helps to strengthen the experience of a good organisational climate in your company?



Chapter 2 A: Notification

An employee (also hired workers) has a right to notify censurable conditions at the undertaking

Meant by censurable conditions is circumstances which are, or may be, in breach of:

- Laws, regulations and the organisation's guidelines
- General perception of what is prudent or ethically acceptable



✓ Danger to life or health

✓ Danger to the climate or the environment

✓ Corruption or other economic crime

✓ Abuse of authority

✓ Negligent working environment

✓ Breach of personal data security

Procedures for notification

Employees use of the internal procedures:

- Contact the employer or employer's representative
- Notification according to company procedure
- Accordance the duty to notify
- Safety representatives, union representative or a lawyer

Employees can always report to a public supervisory authority or other public authority [...]

The employer has the burden of proof that notification has been made in breach of this provision



Notification

Employer's obligation in event of notification

The employer shall ensure that investigation takes place within reasonable time following a notification, and shall ensure a fully satisfactory working environment for the person who notified

Section 2 A-2: Protection against retaliation [...] Retaliation against an employee who reports censurable conditions is prohibited

Section 2 A-3: Obligation for internal notification

- Written procedures
- At least 5 employees, or by conditions
- In cooperation with the employees representatives
- Not limit the right to notify
- Be easily accessible to all employees.



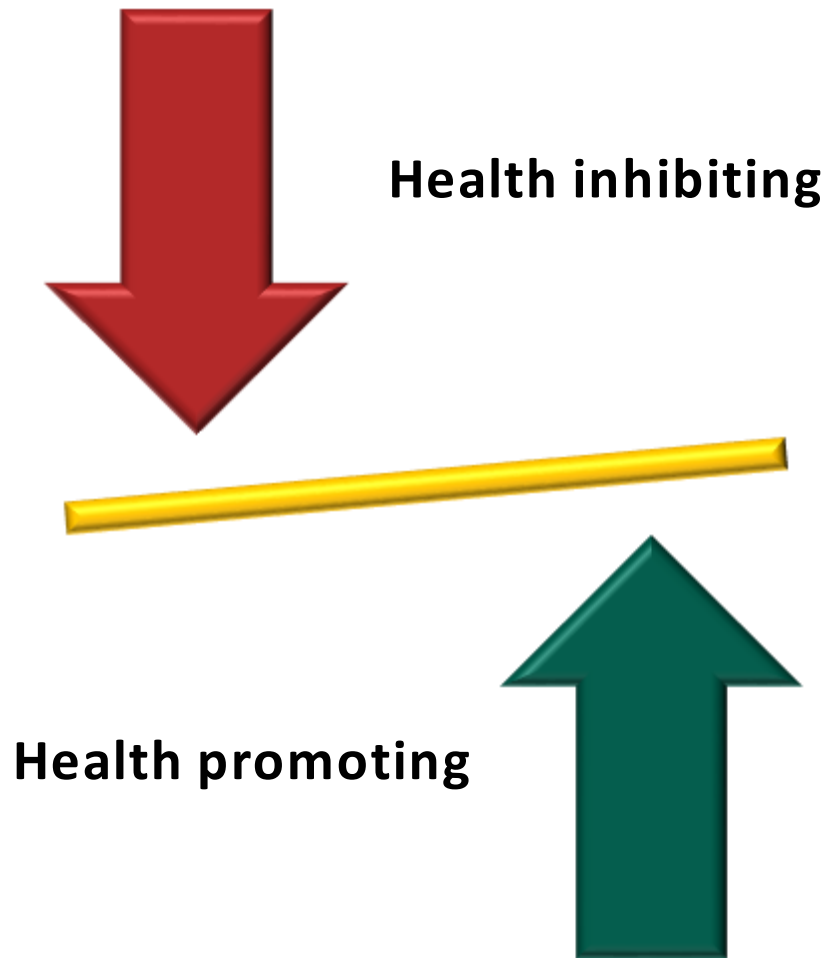
Section 2 A-4: Duty of confidentiality in connection with notification to public authorities

Proceedings



- Early processing and handling
- Seek help
- Inquiries must be impartial and professional
- Find the essence in the case
- Fair hearing - audi alteram partem
- Information

Organisational and psychosocial work environment



Not satisfactory:

- Aggression, high level of conflict, talk negatively about each other
- Internal complaints, high sickness absence
- Poor efficiency and poor quality of products or services
- Poor reputation and high turnover
- Poor communication climate between colleagues, and between employees and management - general dissatisfaction

No

Yes

Maybe

Signs of challenges:

- Increasing level of conflict and rising sickness absence
- Frustrated employees and irritation in the interaction between colleagues
- Reduced efficiency and lack of compliance with routines and decisions
- Experienced time pressure, stress and increased turnover
- Disclaimer and focus on others' lack of contributions
- Lack of perceived opportunity to take up challenges



Satisfactory:

- Satisfied employees
- Efficient production
- Mutual respect and good cooperation through established systems
- Low stress level and turnover
- Openness and clear role clarifications

Section 4-4: Requirements regarding the physical working environment

Physical working environment factors [...] shall be fully satisfactory with regard to the employees' health, environment, safety and welfare

- Buildings, workplace design and facilities
- Indoor climate, lighting, noise, radiation etc.
- Protective equipment and preventive measures
- Tools and equipment
- Variation
- Ergonomics



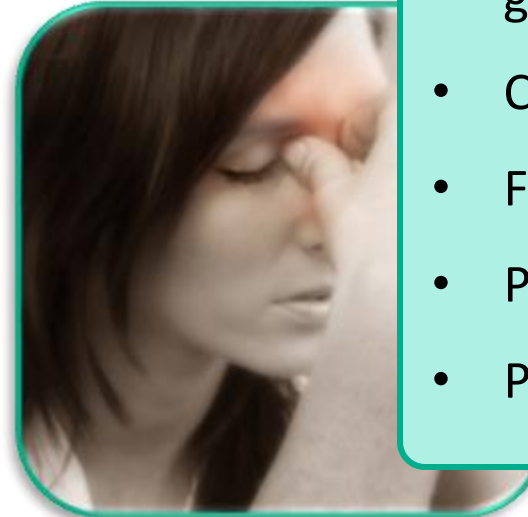
Many working environment factors may affect the employees' health negatively after prolonged exposure. Additionally, the risk increases when more factors are combined

Indoor climate

Work premises must be designed and furnished so that each individual workplace, personnel rooms etc. have a satisfactory climate with regard to temperature, humidity, draught, air quality and unpleasant odours

Consequences of poor indoor climate:

- Irritation of the eyes and upper respiratory tract
- Irritated skin, in the face or on hands
- Heavy headed feeling, headache and poor concentration
- Allergic reactions
(eczema, asthma, respiratory tract problems etc.)



Important focus areas:

- Ventilation / air quality:
max. 1000 ppm. CO₂
- Suitable temperature for the given tasks
- Cleaning and tidyness
- Flooring
- Photocopiers etc.
- Plants

Lighting

- What is the visual task?
- Are procedures established to measure luminosity in different work areas?
- Is there satisfactory access to daylight?
- Is the work station subject to blinding light, i.e. sunlight?
- Are work lamps, desk lamps etc. accessible?

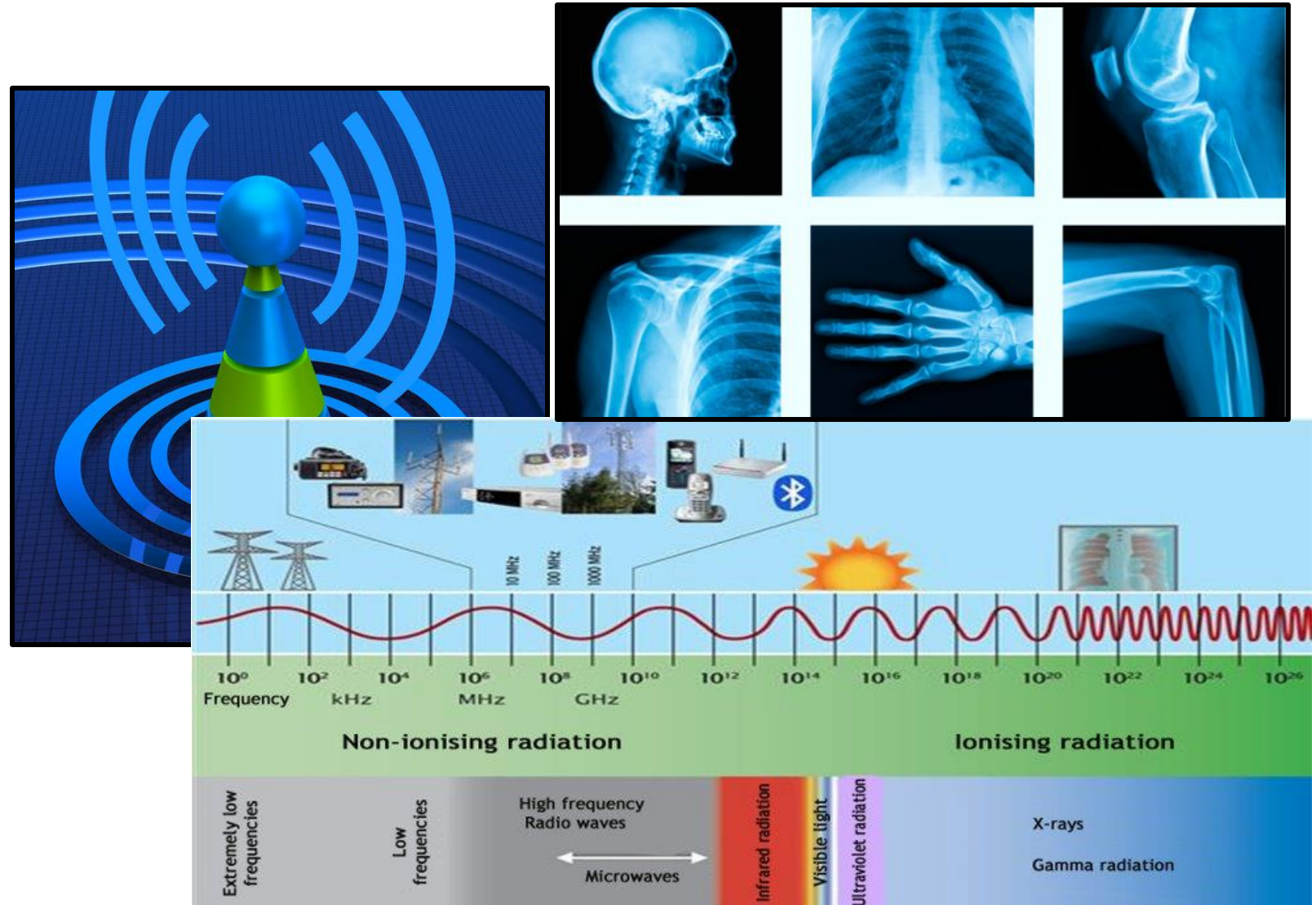
«Work premises and workplaces shall be designed and furnished so that each workplace has satisfactory lighting to protect the employees' health and safety»

Poor or faulty lighting may cause health problems such as difficulty concentrating, fatigue, tension headache, stiff neck and increase the risk of accidents

Radiation

Premises must be designed and furnished so that each individual workplace is adequately protected against radiation.

There are limitations to how much radiation an employee may be exposed to, and requirements to marking areas where the artificial optical radiation can exceed the limit values.



Noise: When can hearing damage occur?

- When regularly exposed to **loud and long-lasting noise**, hearing loss may gradually develop
- **Impulse sounds** may cause immediate and irreversible damage to your hearing by hearing loss and chronic tinnitus
- Some chemicals are «toxic to the ear»
 - in combination with noise they increase the risk of hearing impairment
- There is an increased risk of hearing loss when noise and vibrations are combined
- Noise affects more than our hearing, and can be hazardous even when it doesn't inflict hearing loss



What qualifies as noise in your workplace?

Mechanical vibrations

Hand and arm

Hand and arm vibrations are mechanical vibrations which are transferred from work equipment to the hands and/or arms and cause risk of damage to blood vessels, skeleton, joints, nerves or muscles

Whole body

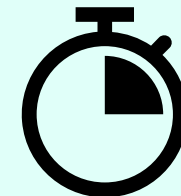
Whole body vibrations involve mechanical vibrations transferred to the entire body and lead to health risk, particularly in the spine, and which may also entail a safety risk

Preventing measures:

- Reduce vibrations



- Duration



Section 4-5: Chemical environmental factors

Chemicals may entail a danger to the employee's safety and health. You may be exposed to chemicals by inhalation, through the skin, or by swallowing.

Ensure:

- Documentation: Substance index, safety data sheets
- Information and training
- Correct labelling and storage
- Register of exposed employees (carcinogenic and mutagenic substances)

Which hazardous chemicals and substances are present at your workplace?

Section 4-5: Biological environmental factors

The employer shall provide relevant information, in writing, about the biological factors that can affect your health and how to avoid infection

Examples of biological factors:

- Microorganisms such as bacteria, viruses, fungi and microscopic parasites
- Cell cultures
- Human endoparasites
- Components of microorganisms

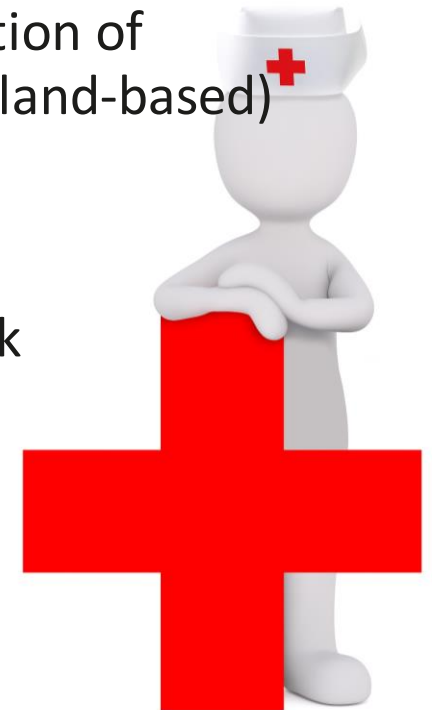
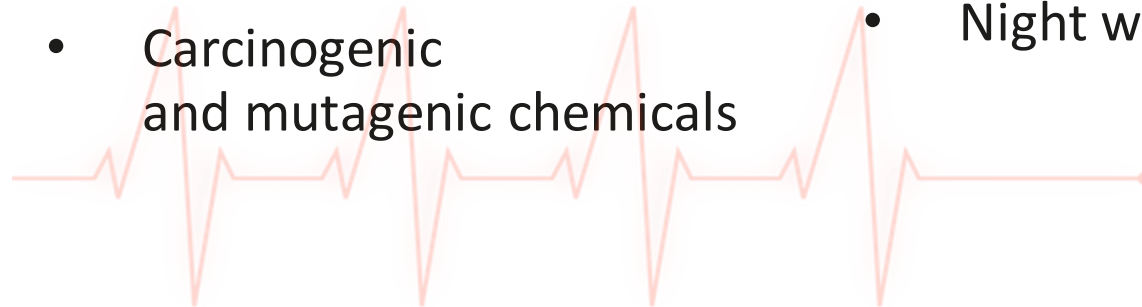


Mandatory health monitoring

- Noise
- Ionising radiation
- Artificial optical radiation
- Electromagnetic field
- Asbestos
- Biological agents
- Mining/rock work
- Work under water or increased ambient pressure
- Smoke diving and chemical diving
- Hazardous chemicals, e.g.:
- Lead and lead compounds
- Isocyanates
- Mercury
- Organic solvents, narcotic gases
- Carcinogenic and mutagenic chemicals

H.M. shall be offered for:

- Mechanical vibrations
- Display screen equipment
- Drilling activities for extraction of minerals (land-based)
- Sewerage facilities
- Night work





Section 3-2: Special safety precautions

In order to maintain safety at the workplace, the employer shall ensure that employees are informed of accident risks and health hazards that may be connected with the work, and that they receive the necessary training, practice and instruction

If work is to be carried out that may involve particular hazards to life or health, written instructions shall be prepared detailing how the work is to be done and what safety measures are to be implemented

Personal Protective Equipment

When satisfactory protection of health, welfare and safety cannot be achieved by technical installations or altering work methods and processes

- CE-mark
- Fully satisfactory protection
- Suited for the given working conditions
- Combining equipment
- Fits the user, or can be fitted
- Maintenance – expiry dates?
- Must not increase the risk
- Other?



Ergonomics in the workplace

Ergonomics is about adapting the working environment and working techniques to each individual employee

The workplace design; lighting, tools, equipment and surroundings must all be adapted to each employee and the type of work to be carried out

It is also important that the employee has the physical capacity required for the tasks he or she is going to carry out, in order to avoid pain or work-related musculoskeletal disorders



Strain and strain disorders

- Approximately 40 % av sickness absence
- Risk factors:
 - Ergonomic conditions
 - Psychosocial and organisational conditions
 - Compound causal factors
- Individual factors such as physical capacity and gender
- Balance between work and private life



Home office

Ergonomical adjustments

- Workplace
- Adjustments
- Lighting
- Work equipment
- Work position
- Variation possibilities
- Management / follow-up
- Contact with others
- Work - privacy
- Surroundings



How to prevent?

- Smart organisation and facilitation of the work
- Breaks and simple exercises
- Proper use of equipment, clothing and shoes
- Training in good working techniques
- Good information to employees
- Focus on health and physical activity
- Take into account the total workload of both work and free time
- There is a connection between workload, working out and stress





#TaPraten nå? ⓘ

Klikk for å
#TaPraten

Intoxication and addiction in worklife - prevention

Is about:

- A good and clear company policy for use of drugs, alcohol and gaming
- Keep the topic on the agenda
- Follow up violations of the policy
- Make the workplace a safe arena for talking about it; both concerns for others and to ask for help



Intoxication and addiction in worklife – management

Proper handling depends on:

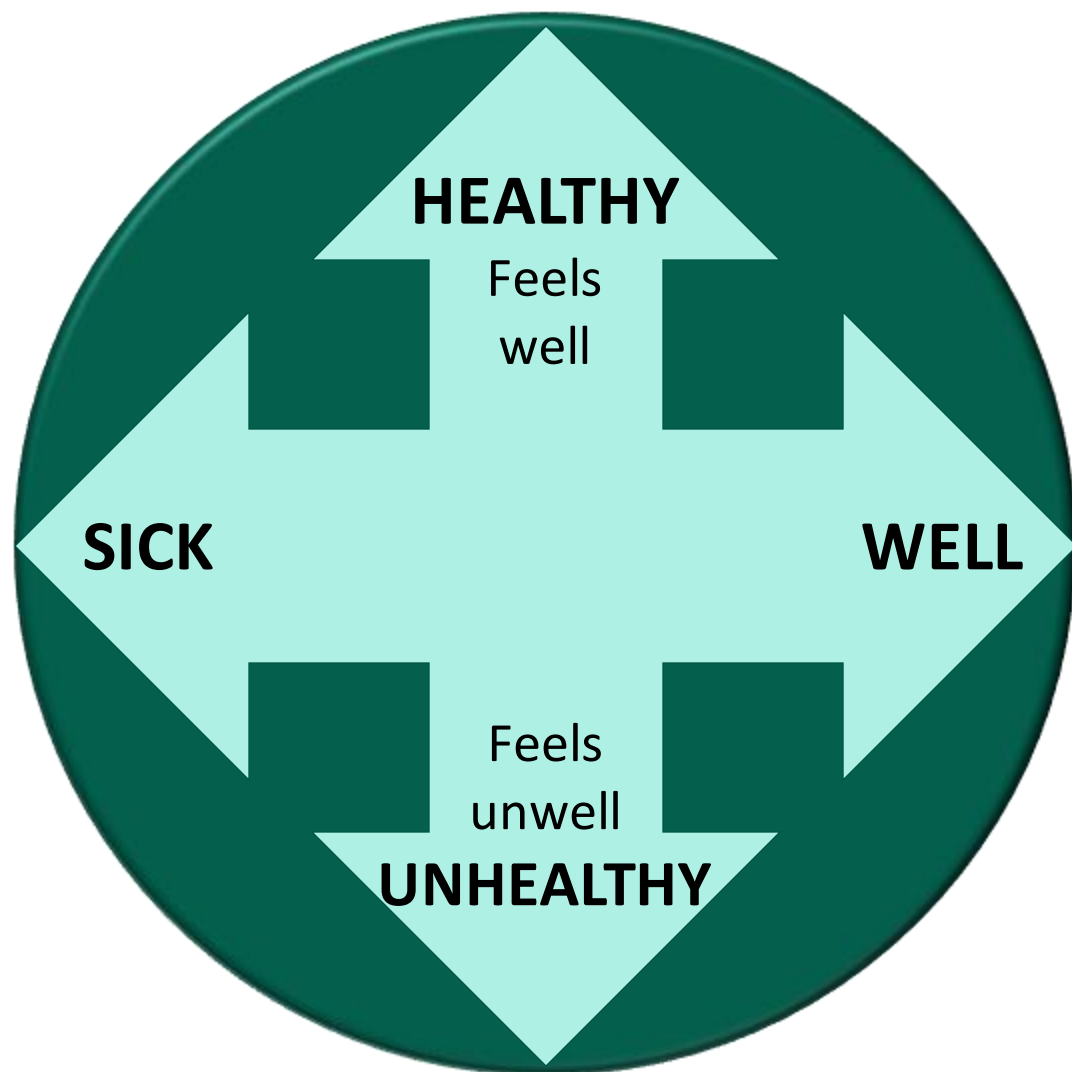
- Managers who are trained in carrying out the proper dialogue
- Short way from first concern to action
- Follow up concerns from others
- Follow up violations of the company policy

AKAN contract: - An agreement that offers help to those with a problem

«It is not the employer's responsibility to reveal/discover an addiction problem or to make a diagnosis, but it is the employer's obligation to react upon **negative** consequences for the workplace»



Sickness absence and job presence



Increasing absence:

- Repetitive movements
- Work positions with flexion of neck and back
- Combination of high demands and low control
- Harassment / bullying
- Shift work

Reducing absence:

- Positive social climate
- Control of working hours
- Control of work (self-determination, variation and talent utilisation)

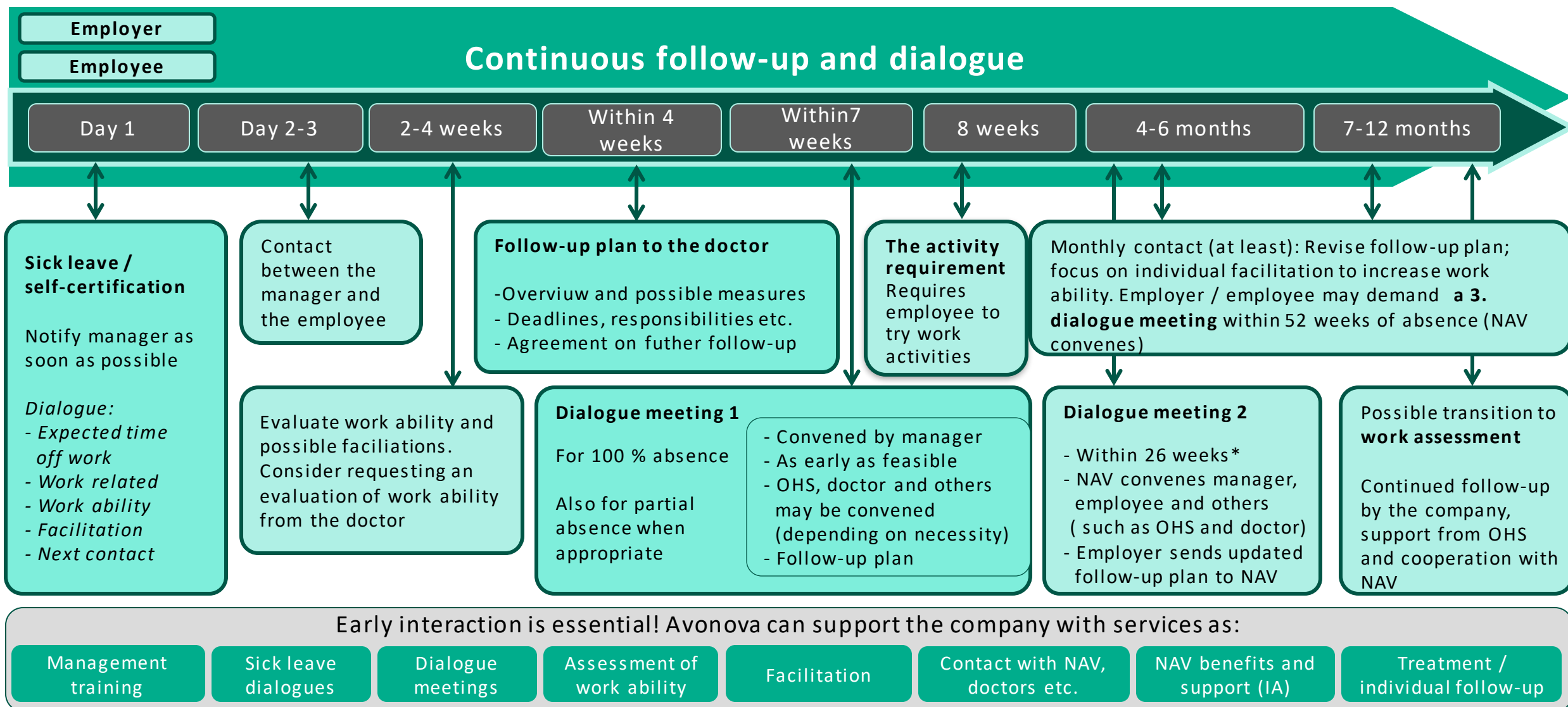
Section 1-1 f) Inclusive working conditions

Section 3-1 (2 f) Ensure systematic prevention and follow-up of absence due to sickness

Section 4-6 (1) Implement necessary measures, as far as possible, to enable the employee to retain or be given suitable work

Employees shall preferably be given the opportunity to continue their normal work, possibly after special adaptation of the work or working hours, alteration of work equipment, rehabilitation or the like





Prevention of absence

Factors of presence:

Good support from management

Good relationships with colleagues

Influence on their working day

Meaningful work tasks

Mastering duties

Joy in work

Possibility of individual adaption

Good information

Injuries and diseases: Obligation to record and notify

Section 5-1: Recording of injuries and diseases

Section 5-2: The employer's notification obligation

Section 5-3: Medical practitioners' notification obligation



Injuries to be reported to the Labour Inspection Authority and the police

- **Head injury/concussion** with loss of consciousness and/or other serious consequences
- **Skeletal damage** other than simple fractures of the fingers or toes
- **Internal damage:** damage to internal organs such as lungs, kidneys, spleen, etc.
- **Loss of limb:** amputation of limb or part thereof
- **Poisoning:** at the risk of permanent health problems such as hydrogen sulfide poisoning
- **Loss of consciousness** due to environmental factors such as lack of oxygen
- **General hypothermia**
- **Incineration, frost damage or chemical burns:** all full skin (third degree) damage and/or partial skin damage (second degree) on the face, hands, feet or anogenital area and all partial skin damage greater than five percent of body surface area
- **Damage requiring treatment at a hospital,** except simpler forms of polyclinical treatments



National Insurance Act – chapter 13:

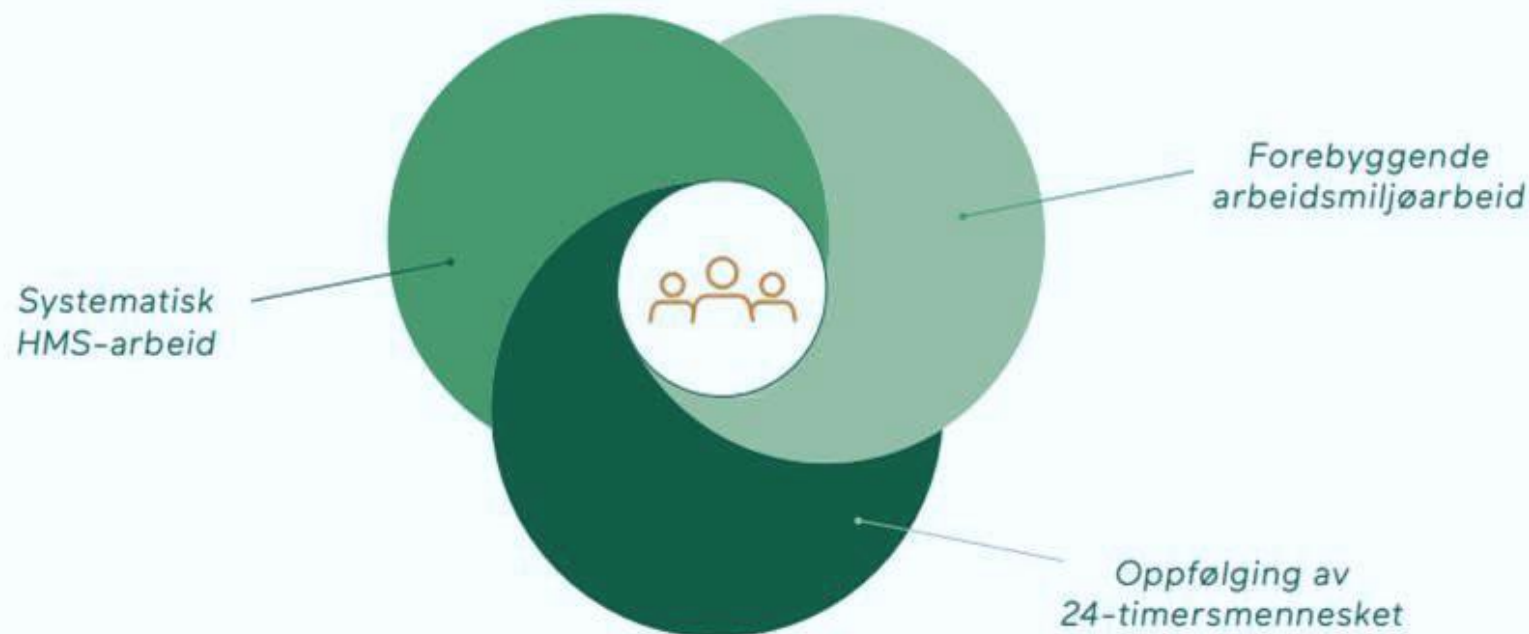
Occupational injuries and diseases

- An employee afflicted with an occupational injury or disease, may be entitled to special social security benefits
- The employer is obliged to submit a report form to NAV as soon as possible, when an occupational injury has occurred. This also applies to occupational diseases
- Form at www.nav.no
- Injuries must be reported within one year of the accident, and diseases within one year of becoming aware of the cause of the disease
- Medical practitioner assesses whether a disease is occupational
- Also important to notify the occupational injury insurance company!



Norsk Jobbhelse rapport (2019)

*3 perspektiver må balanseres for å oppnå
varig reduksjon i sykefravær*



Practical information after the course

Login on the link that you received when signing up

Online training portal and Certificate - on the first Monday after completing the classroom training

HSE for managers

Employer course

Classroom training - 1 day

No e-learning

Introduction to HSE

40-hour course for safety representatives and members of WEC

Classroom training - 2 days

e-learning available

Practical test

Introduction to HSE

Short course agreement *

Classroom training - 2 days

E-learning and practical test
available

*The employer and the employees in a company can agree on shorter training than 40 hours, if they can justify that it is justifiable. If the business is bound by a collective agreement, it must comply with the agreement which may have stipulated requirements for number of hours or other specific procedures for carrying out training.

Our portal

On our website:

- Print course **Certificate**

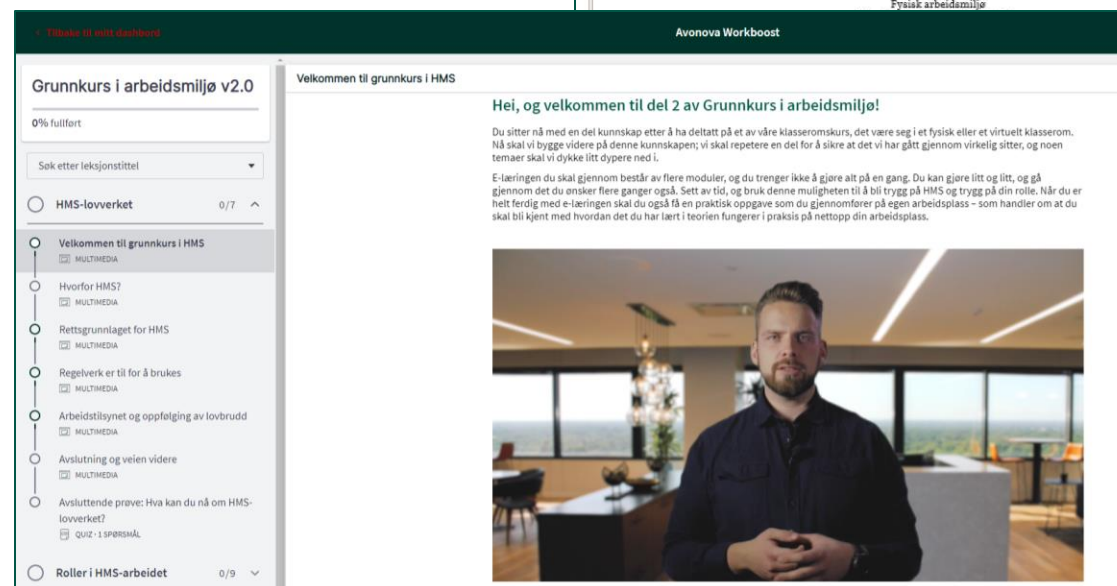
Remember a copy to manager or HSE manager!

- Access **e-learning modules** and

find the practical test

(only introduction 40 hours)

- **Evaluate** classroom training



Customer center

- ✓ Available 08.00-15.30 on all weekdays
- ✓ Answer the same day (contacts within 15.00)
- ✓ E-mail: kundeservice@avonova.no
 - ✓ Telephone: 33 12 19 70
 - ✓ Invoice questions

E-learning

- ✓ Technical support
- ✓ Questions about e-learning and Certificate
- ✓ E-mail: kundeservice@avonova.no



THANK YOU FOR PARTICIPATING!