

The Safety Book

Yoursafety, our mutual interest!

Attitudes towards safety, environment, fair pay and working conditions



EMERGENCY PHONE NUMBERS FOR IMMEDIATE HELP

Fire: 110

Police: 112

Ambulance: 113

Local Emergency Numbers:

• Fire:

• Police:

• Casualty Clinic (Emergency ward):

Local Labour Inspection: 815 48 222

Other Important Local Phone numbers:

.....
.....
.....

Note the emergency phone numbers according to the list of emergency numbers with procedure of notification to be posted by the phone at your place of work:

.....
.....
.....

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1. INTRODUCTION

The purpose of this booklet is to provide practical information, help and guidance to you as an employee

The safety book is part of the preventive work concerning safety, health and working environment (SHE), including the prevention of social dumping and external environment protection during project execution

The booklet is based on applicable laws and regulations.

Target group:

Any personnel working at Norwegian Defence Estates Agency (NDEA) building and construction sites.

1.01 ABOUT NORWEGIAN DEFENCE ESTATES AGENCY

The Norwegian Defence Estates Agency is Norway's largest property manager, directly subordinate to the Ministry of Defence. NDEA builds, runs and sells estate for the Norwegian Defence.

NDEA is represented all over the country, and manages assets and capital worth around 38,000 million NOK.

2. OBJECTIVES AND MOTIVATION

2.1 THE OBJECTIVE OF NDEA

is that all persons working on our building and construction sites aims at activities being planned and executed without negative impacts on:

- Life, health, pay and working conditions
- Environment and society
- Material and equipment

Therefore work involving SHE and external environment protection shall be given priority equal to that of production progress and economy. This means focusing on motivational activities, so that;

- The experience of your work situation is of a positive nature, and you feel secure against occupational injury and disease
- You are able to contribute in the establishment of a good internal and external working environment.
- Foreign workers receive pay and working conditions equal to the Norwegian workers.

Knowledge, proficiency, understanding, responsibility and care are required of all employees on all levels to achieve these objectives.

3. NDEA – TASKS AND DUTIES

The Construction Client Regulations imposes on NDEA as Client (Builder) to ensure that the safety of personnel working on its building and construction sites is being taken care of by each employer.

- During the design phase, NDEA shall ensure that plans for SHE and external environment protection are being made, and that these are being updated and observed during the execution phase.
- NDEA shall appoint one or more coordinators for the SHE activities.
- NDEA shall ensure that prior notice of construction work is sent to the Norwegian Labour Inspection Authority.

The regulations concerning general application of wage agreements

It is considered social dumping when foreign employees working in Norway receive substantially lower wages and worse working conditions than Norwegian workers. In other word, the term is not limited to receiving lower wages for the same work. It is also considered social dumping if foreign employees are given substantially worse working conditions in general, i.e. more straining working hours, lack of safety training, lack of safety precautions during work etc. These issues are of great significance for the workers' health and safety, and may result in accidents.

- NDEA have in their contract ensured that their contract partner follow the regulations, and that workers employed by contractors and subcontractors have salary and working conditions according to the regulation.
- NDEA will perform necessary control to ensure that the regulation is followed.
- NDEA want to be told of suspected social dumping
- NDEA has the right to see and claim documentation regarding salary and working conditions.

4. YOUR EMPLOYER'S (THE CONTRACTOR'S) DUTIES

Your employer shall ensure that you are being made familiar with, or take part in the following:

4.1 PLAN FOR SHE AND ENVIRONMENT PROTECTION

Your employer shall pursue the NDEA's plan for SHE and environment protection for the project.

Before starting up activities involving great risks, or where little experience is available, the contractor shall map hazards and problems and on this background judge risk. The contractor shall then make plans and actions (for example «Secure Job Analysis»).

4.2 INTRODUCTION TO SHE AND ENVIRONMENT PROTECTION

Your employer shall, by means of introductory meetings or individual talks, brief every person who is to work on the site as to how SHE and external environment protection work is to be carried out.

Your employer shall provide sufficient training for you so that our common objectives can be achieved.





4.3 COORDINATOR

Pursuant to the Construction Client Regulation, § 7, NDEA has appointed a coordinator for the works of which you are a part. The Coordinator shall coordinate the safety, health and environment activities when more than one company works on the same site.

4.4 SAFETY ON THE BUILDING AND CONSTRUCTION SITE

Your employer shall direct his attention to for instance (list not exhaustive):

- Access and parking
- Dwelling, recreation and sanitary installations
- Notice boards
- Working hours allowed
- Storage, material reception area, internal transport
- Necessary training, documented and certified safety training
- Power, heating, water. Other special rigging for your activities
- Fencing, enclosures, locking up
- The safety booklet, emergency plans and current work descriptions being reviewed
- Personal protective equipment
- Personnel safety representatives, safety supervisors, safety and health inspections, reporting
- First aid equipment – location and use of

- Safety rules when using scaffoldings, machinery, equipment etc. Equipment shall be in proper condition, and only be used by trained personell.
- Cranes shall only be used in designated areas

4.5 PROTECTION OF EXTERNAL ENVIRONMENT – WASTE MANAGEMENT/NOISE

Your employer shall, as an example, review and ensure the application of:

- Directive for handling and minimizing waste from construction and demolition
- Directions regarding the use of noisy equipment
- Requirements regarding cleaning up after own activities
- Separate requirements when using construction machinery

4.6 MATERIALS AND SUBSTANCES HAZARDOUS TO HEALTH AND ENVIRONMENT

Any person transporting hazardous materials or substances to the construction site is requested to give prior notice to NDEA on:

- Material/substance
- Amount
- Storage
- Range of use
- Expected time of removal

Your employer is requested to maintain an updated index of hazardous materials and substances.



4.7 PAY AND WORKING CONDITIONS

Working contract

All employees must have a written contract of employment. This applies to all types of employment, both permanent and temporary appointments. There are no exceptions to this requirement.

The contract of employment shall contain information on matters of major importance for the employment, and shall among others provide information on the following:

The date of commencement of the employment, and the expected duration if the employment is temporary. The employee's entitlement to holiday and holiday pay, and the rules for fixing of dates for holidays. The pay rate that applies or has been agreed on commencement of the employment, any supplements and other emoluments that are not part of the salary, e.g. pension contributions and allowances for meals or accommodation, the method of payment and payment intervals for salary payments.

Duration and disposition of the agreed daily and weekly working hours. Length of breaks.

Information concerning any collective agreements that regulate the employment. If an agreement has been concluded by parties outside the undertaking, the contract of employment shall state the identities of the parties to the collective pay agreements.

5.1 YOUR DUTIES – YOUR FOLLOW-UP

5.2 THE CONTRACT

NDEA greatly emphasizes SHE and environment protection and the prevention of social dumping in all contracts. This means that we have expectations to your attention to preventive work.

It is your duty to take the work regarding SHE and environment protection seriously and prevention of social dumping seriously.

5.3 ACCESS TO THE BUILDING AND CONSTRUCTION SITE

All personnel shall:

- Respect the protection and safety rules described in the safety booklet and the safety introductory meeting
- Thoroughly acquaint themselves with the safety measures
- Where requested, carry proof of access
- Carry ID card for building and construction sites issued by Norwegian Labour Inspection Authority
- Be registered in and out of the building and construction site

Visitors:

- Visitors are requested to carry protection equipment as specified
- Anyone receiving visitors is responsible for the visitor's being familiar with the safety rules, the use of protective equipment, etc.

- Unauthorized persons have no access to the site
- Conducted tours or photography is to be coordinated by the NDEA Information Responsible or Project Manager

5.4 PERSONAL PROTECTIVE EQUIPMENT

- Helmet and protective footwear, and protective clothing minimum class II must be used all over the site
- Protective goggles must be used when there is a risk of fragments, f ex when using angle grinder, saws, bolt gun etc
- Ear protection must be used when noise levels are above 85 dB
- Respiratory protective equipment must be used in dusty or gaseous environment
- Other protective equipment must be used when separately required

5.5 USE OF HAZARDOUS SUBSTANCES

Prior to using hazardous substances you are required to acquaint yourself with:

- Hazards
- Measures to prevent injury or damage
- Measures to treat injury or repair damage

5.6 A TIDY WORKPLACE IS A SAFE WORKPLACE

NDEA expects a tidy and orderly worksite, because we are of the opinion that this ensures:

- Your wellbeing
- Your safety
- Your efficiency

This means, for instance, that:

- All material, tools and equipment are to be stored at a suitable place when not in use
- Accesses are to be kept open, free of materials and waste and well lit
- You tidy up and clean after your own work
- Residual material is to be removed continuously
- Source separation of waste is to be carried out according to determined procedure
- Equipment generating dust or smell, without suitable suction equipment fitted, is not to be used indoors
- Brooms should only be used when other methods are not possible



5.7 QUALIFICATION REQUIREMENTS

Your qualifications must meet certain requirements and must be documented.

Examples:

- Crane operating licence
- Forklift operating licence
- Construction machine operating licence
- Explosives handling certificate
- Rigger certificate
- Electric fitter certificate

5.8 EQUIPMENT REQUIRING CERTIFICATION

Documentation shall at all times be available for all working equipment, equipment for hanging loads and lift equipment that requires yearly certification.

You must contribute to all certificates, control forms and instructions being available prior to the equipment being brought on site.

Remember that lifting equipment shall be marked with a color code that shows date of control.

Equipment not fulfilling specified requirements may be subject to removal.

5.9 DAILY CHECKS

Equipment/vehicles/machines are to be checked daily as to safety and environment protection. All discrepancies are to be reported to the nearest superior.

Equipment that may cause injury to persons or damage to surroundings, is obviously not to be used.

5.10 BURNING OF WASTE

The Pollution Control Act prohibits of all types burning of waste by open fire!

5.11 INTOXICATING SUBSTANCES

- The possession or use of intoxicating substances on the site is strictly prohibited
- Persons found under the influence of intoxicating substances during working hours, will be turned away

5.12 NONCONFORMITY

Nonconformity is defined any occurrence not in accordance with law, regulation or separately approved routines and procedures.

A near accident is: A set of occurrences leading towards incidents or serious accidents that may result in injury to person, fire, explosion, leakage resulting in spill or emissions to surroundings, or material damage.

Responsible for reporting nonconformities or near accidents: **EVERYONE** (You may use the forms provided at the end of this booklet)

5.13 REACTIONS AFTER A BREACH OF SAFETY REGULATIONS

NDEA expects your employer to call into account anyone breaching or disregarding safety measures. Repeated breach of safety regulations can lead to both the employee and the contractor.

6.1 HOW TO AVOID ACCIDENTS

6.2 WE MUST ALL MUTUALLY PREVENT ACCIDENTS BY:

- Taking responsibility for our own safety
- Being co-responsible for the safety of our fellow workers
- Being responsible for the creation and protection of a beneficial working environment

6.3 YOU CAN CONTRIBUTE BY:

- Taking part in such activities that are being implemented in order to create a safe and sound working environment
- Planning your work activities, and notifying your fellow workers
- Taking an active part in the organizational work regarding SHE and environment protection
- Executing your work conforming to instructions
- Using protective equipment
- Being attentive and contribute in general to prevent accidents and damage
- Caring when observing your fellow workers exposing themselves to unnecessary risk or danger
- Contributing to tidiness and cleanliness around your own work space



6.4 AVOID DANGEROUS ACTS

You shall

- Not work without protective or safety equipment or put this out of function
- Not use dangerous working positions
- Ensure that ladders and scaffoldings are being used as specified
- Not use unsuitable equipment, or use the equipment in an unsuitable manner
- Not load, unload, stack or transport materials in a dangerous way
- Be scrupulous in fastening or unfastening loads when hoisting. Take care that the load is safely attached and always use a safety strap. Remember that this work is only to be carried out by personnel with a course in load and unloading.
- See to it that electric equipment is without damage
- Not take shortcuts because «you're just going to...»

Everybody has the right to a safe working place!

7. WHEN THE ACCIDENT HAS OCCURRED

7.1 GENERAL REACTIONS TO EMERGENCY SITUATIONS

Anyone observing an emergency situation shall immediately do whatever possible to limit the damage. After that call the emergency numbers 110, 112 or 113. Then alerting the nearest supervisor, site manager or the project office directly.

The authorities and NDEA shall be notified as soon as possible.

7.2 ALERT ROUTINE

State:

- Who is reporting
- Where did the incident take place
- Your own phone number
- What has happened
- When did it happen
- Relevant phone numbers

7.3 INJURY TO PERSONNEL

First man on the spot

- Initiate application if necessary, first aid
- Call the ambulance 113
- Alert the fire brigade or rescue service if anyone is stuck 110
- Call necessary assistance
- Mark and confine the area
- Notify the responsible management of the contractor/the employer



Supervisor/foreman:

- Proceed to the place of accident
- Notify police and local Labour Inspection
- Notify site manager
- Order telephone duty
- Summon personnel safety representative, the safety supervisor, coordinator for SHE in the execution phase, the NDEA project manager and region manager
- Organize the rescue work
- Note the time of accident and time of alert

The relevant company's responsible

- Immediately contact company management
- Immediately proceed to the place of accident
- Resume responsibility for the rescue work
- Be point of contact to police and local Labour Inspection
- Notify next of kin in cooperation with police and hospital
- Take care of information to fellow workers

The relevant company's management

- Assign point of contact at the headoffice
- Inform the safety supervisor or the personnel safety leader
- Proceed to the place of accident if possible
- Take care of necessary contact with next of kin in cooperation with police and hospital

7.4 FIRE AND OTHER DAMAGE

First man on the spot:

- Try to save people in the danger area
- Try to extinguish or contain the fire or the damage
- Alert the fire brigade
- If necessary post a guide at an appointed place
- If possible provide priority access to place of fire/damage in order to avoid consequential damage
- Report to the responsible management of the contractor

The Contractor's Responsible Management:

- Verify that the above mentioned actions have been taken
- Verify extent of fire/contamination/danger of poisoning or explosion
- By own actions limit or contain fire/damage
- Verify that police has been notified

8.1 INFORMATION PREPAREDNESS

In case of serious accident the following information responsibility prevails:

8.2 NOTIFYING NEXT OF KIN

It is the responsibility of the police to notify and inform the next of kin of persons involved in serious accidents or occurrences.

Remember:

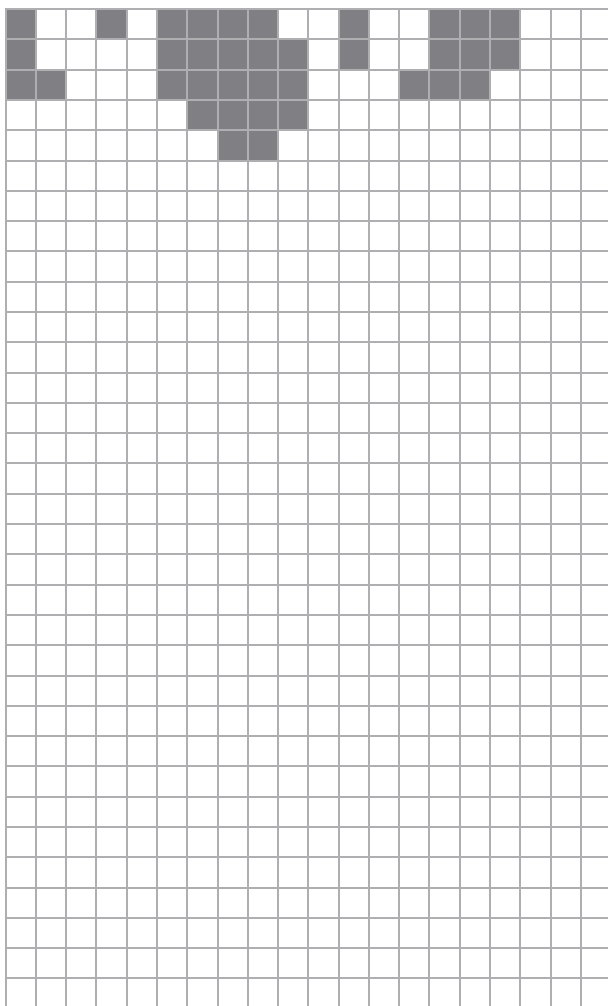
Neither NDEA, nor the contractor, nor you yourself nor anyone else may provide information to next of kin before such information has been released by the police. Only rescue personnel arriving at the place of the accident is to be given all information they require.

8.3 OTHER INFORMATION

It is the responsibility of the NDEA project manager to inform on what has occurred and what actions are being taken. Statements to the media shall always be coordinated with the NDEA project management.

Main contractor and subcontractors are to inform their own employees.

When an accident information centre is established, all inquiries are to be directed to the police who in turn refers to time and place for further information.



**TO BE RETURNED TO THE SAFETY SUPERVISOR
OF YOUR COMPANY**

Declaration:

q I have received the Safety Booklet and have carefully acquainted myself with its contents. The Safety Supervisor has advised me on the Company's current rules and routines.

Name:

Address:

Date of birth:

Company:

In case of accident, the following persons are to be notified:

Name and phone number:

Name and phone number:

.....
Date

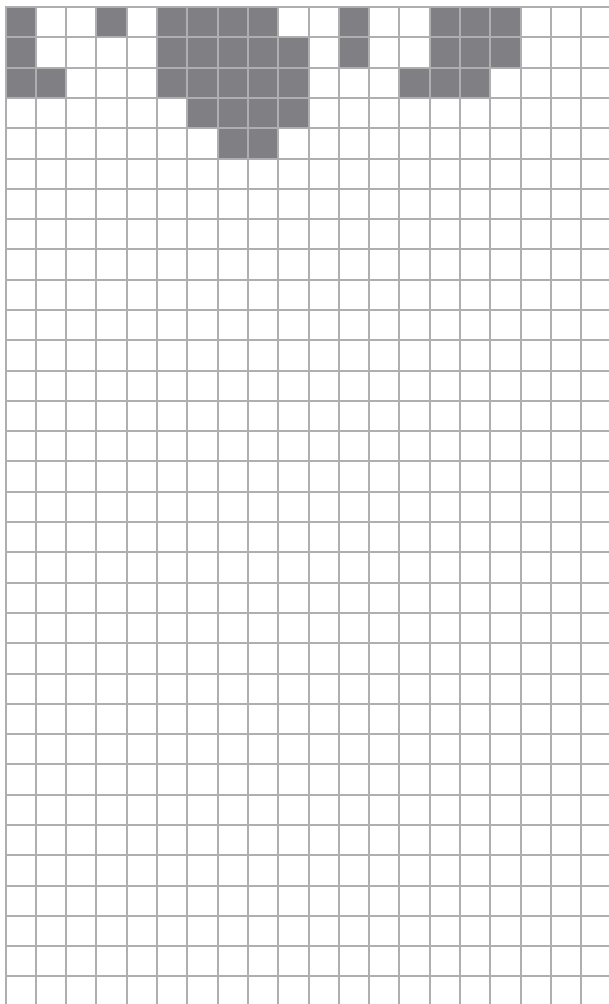
Signature

Your signature gives you access to the building/construction site.

.....
Received

on

.....
Signature of the Company's Site Manager or Safety Supervisor



REPORT OF UNDESIRABLE INCIDENT (NONCONFORMITY, REPORT OF NEAR ACCIDENT)

Site: _____

Date: _____ Time: _____

Where on the site: _____

1. What has happened: _____

2. What are the consequences: _____

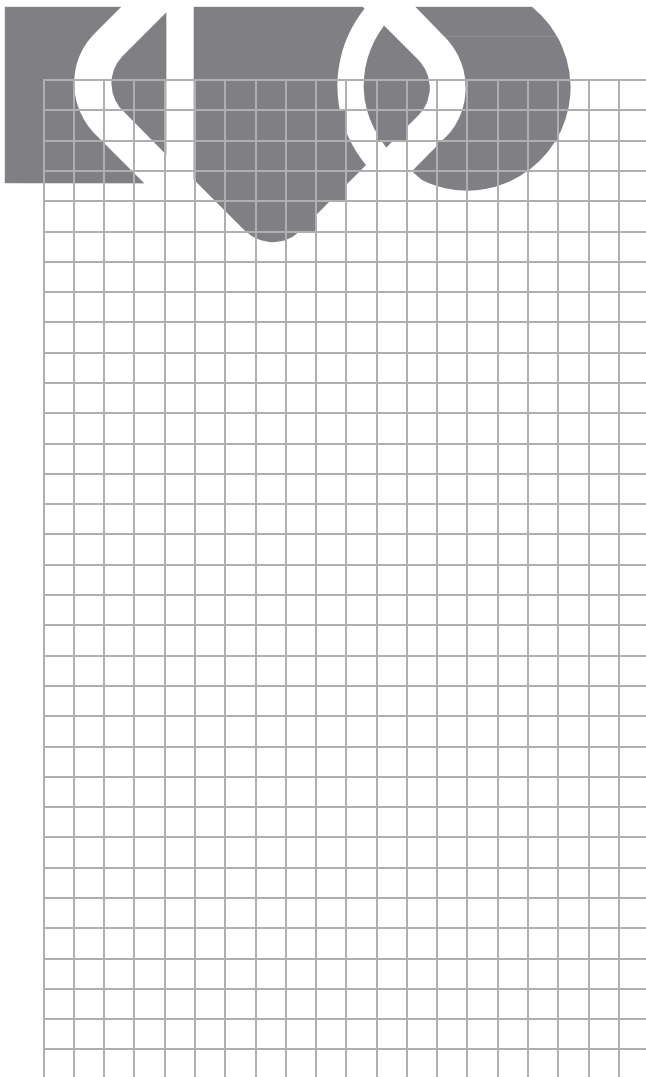
3. Cause of the incident: _____

4. What can be done to prevent such incidents: _____

.....
Date

Signature

To be passed on to your superior



REPORT OF UNDESIRABLE INCIDENT (NONCONFORMITY, REPORT OF NEAR ACCIDENT)

Site: _____

Date: _____ Time: _____

Where on the site: _____

1. What has happened: _____

2. What are the consequences: _____

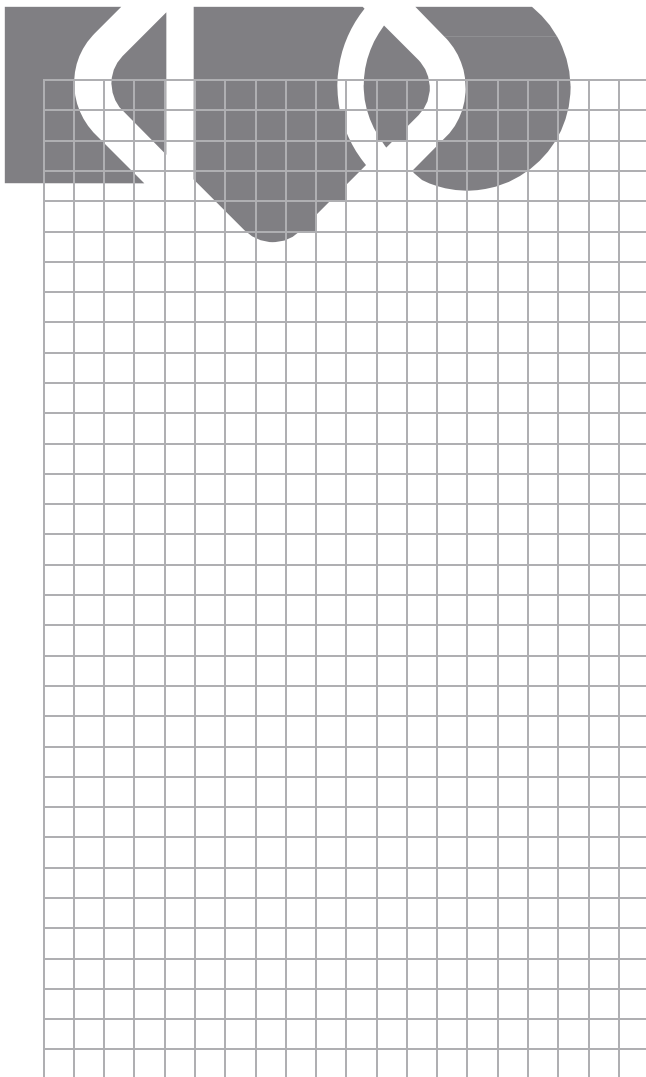
3. Cause of the incident: _____

4. What can be done to prevent such incidents: _____

.....
Date

Signature

To be passed on to your superior



WHISTLEBLOWING

NDEA has a central channel for whistleblowing. Everybody has the right to tell of presumed wrongdoings by a contractor or subcontractor where the matter have or can have connection to a contract with NDEA:

Examples of this can be (the list is not exhaustive):

- substantial lower pay or working conditions
- criminal activities related to work
- lack of registration of deviations, accidents and matters related to health and safety
- corruption, fraud, theft and other forms of financial crime
- harassment at work
- breach of laws and regulations
- breach of ethical rules, or ethical standards that are widely supported in society

You can tell us on:

varsling@forsvarsbygg.no or phone 45878231
or Forsvarsbygg varslingskanal, Postboks 405 Sentrum,
0103 OSLO

You can also tell us anonymously. In this case it is extra important to be specific on:

- what is wrong
- where and when did it happen
- who are involved

When you can sign of that you are familiar with the conditions that we have made mention of in this booklet, we are confident that you will do a good job together with us.

Welcome to the building project, the building site and the cooperation with the Norwegian Defence Estates Agency!

We wish each other good luck in our efforts to achieve our mutual objectives!

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forsvarsbygg
Norwegian Defence Estates Agency

