



HSE HANDBOOK

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1. About our company.

KB Stålinindustri is a company with state of the art workshop and offices in Aksdal Industrial Park.

Our goal is to become a leading provider of services in steel and metal work, industrial piping and technical insulation for commercial buildings, industrial plants, public buildings, housing projects, oil and gas and maritime environments.

We are a bunch of enthusiastic people with long and extensive experience with leading companies in our industry. We want to create a new, attractive offers to customers in Western Norway.

We do this with great engagement. And we are determined to find the best solutions for our customers.

KB Stålinindustri delivers the agreed and documented quality on time and at the agreed price and according to a zero philosophy, which comprises, no damages or injuries, no environmental damages, no occupational illness and no quality defects

2. Your safety and mine – is our joint responsibility.

A proactive attitude towards safety regulations and procedures among our personnel ensures that you and your colleagues are protected from accidents in the workplace.

This is something we do together – but most of it you do yourself. When everyone involved has the same focus this reinforces the impact of our safety procedures, enabling us to prevent accidents resulting in injury to our colleagues and other around us.

This handbook will help you to follow the relevant procedures and regulations, and show you how to report non-conformances.

To your family and friends you are irreplaceable, and our aim is to ensure that you can return home after work healthy and uninjured.



3. Our HSEQ targets.

Preventative and systematic HSEQ work shall be an integral part of our everyday business. Our objective is to work according to a zero philosophy, which comprises, no damages or injuries, no environmental damages, no occupational illness and no quality defects.

- ✓ Ensure that our priorities, behavior and actions are governed by our zero-damages philosophy.
- ✓ Motivate and arrange for all our employees to take active part in improving our HSEQ work, and ensure a good working environment for all employees.
- ✓ Ensure that all leaders take responsibility for HSEQ results in their respective areas of responsibility.
- ✓ Establish objectives for improvement and for taking action, as well as establishing routines for measurement, reporting and evaluation of result.
- ✓ Always be in compliance with authorities and customers' HSEQ-requirements.
- ✓ Always be in compliance with our ethical policy.
- ✓ Always deliver cost effective solutions of correct quality, to ensure a long-term and robust customer relationship, and protection of the environment.

4. Safety requirements.

There are areas and operations for which the use of personal protective equipment is mandatory. Some of our clients have special requirements linked to the use of personal protective equipment, both on their premises and in connection with their operations.

The general personal protective equipment requirements are as followed.

- ✓ Helmet
- ✓ Protective footwear
- ✓ Minimum eye protection (glasses or special protective glasses)
- ✓ High-visibility clothing (boiler suit or jacket/trousers with reflective stripes, pullover)
- ✓ Suitable gloves
- ✓ Suitable hearing protection

For certain operations it is mandatory to use special protective equipment such as.

- ✓ Fall arrest equipment
- ✓ A dust mask
- ✓ Cutting/grinding and welding goggles

5. Safety procedures / Emergency Routines.

In this context, the term 'emergency preparedness' refers to the handling and limitation of unwanted incidents which might result in damage to or loss of material assets.

This may include technical, operational or organizational measures which are planned to be taken in the event of an incident, in order to protect personnel or material assets. Emergency preparedness also includes measures for returning the base to normality as soon as possible.

It is your responsibility to make yourself familiar with prevailing emergency measures and notification procedures.

The 'ABC' rule in the event of CPR:

A – Airways (open the person's airways)

B – Breathing (check breathing/resuscitation)

C – Circulation (check pulse)

Remember! 30 chest compressions x 2 rescue resuscitations.

NB! It is too late, once an accident has happened, to familiarize yourself with what you should do, or to start looking for your rescue equipment.



6. Training in the use of equipment's.

Section 8-1 of the Norwegian statutory regulations governing organization, management and employee participation stipulates training in the use of equipment. Section 11-1 of the Norwegian statutory requirements governing performance of work, use of work equipment, and associated technical requirements addresses the use, placement and securing of work equipment.

These regulations require that you should not use equipment for which you have not been formally trained. Regulations governing the use of work equipment stipulate requirements related to health and safety in connection with employees' use of the equipment such as angle grinders, saws, forklift trucks, cranes, etc.

Pursuant to the statutory regulations governing performance of work, an employer must ensure that training is given in.

- ✓ The correct use of the equipment in question.
- ✓ Working with equipment which requires special care.
- ✓ Equipment maintenance.
- ✓ Work which subjects the user to risks from harmful noise or mechanical vibration.

7. Reporting an unwanted incident. (RUH)

All accidents can be avoided !

Report all near misses and hazardous situations so that we can record potential incidents (risk factors) and those take measures to improve conditions and prevent accidents.

Reporting is our joint responsibility. You have a duty to report near misses, non-conformances and incidents. Reporting is carried out using an "incident Reporting Form (RUH)"

If any equipment belonging to a client has been damaged, make sure that the owner of the equipment is notified so that a client representative can assess the extent of the damage.

The person in charge is responsible for obtaining information related to the extent of the damage and costs.



Incident Reporting Form

Use this form to report any workplace accident, injury, incident, close call or illness.
Return completed form to the Operations Supervisor, or Management.

This is documenting an:

Lost Time/Injury First Aid Incident Close Call Observation

Details of person injured or involved (to be filled in by person injured / involved if possible)

Person Completing Report: _____ Date: _____

Person(s) Involved: _____

Equipment or Truck ID: _____

Event Details

Date of Event: _____ Location of Event: _____

Time of Event: _____ Witnesses: _____

Description of Events (Describe tasks being performed and sequence of events):

*If more space is required please use the back of this sheet

Was event / injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather) Please explain:

TO BE COMPLETED ONLY IF LOST TIME/INJURY OR FIRST AID WAS REQUIRED	
Type of injury sustained:	
Cause of lost time/ injury or first aid:	
Was medical treatment necessary	Yes _____ No _____ If yes, name of hospital or physician:

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

8. Safety Job Analysis (SJA)

A job safety analysis (SJA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation.

In a SJA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. Other terms used to describe this procedure are job hazard analysis (JHA) and job hazard breakdown.

Four basic stages in conducting a SJA/JHA are.

- ✓ Selecting the job to be analyzed
- ✓ Breaking the job down into a sequence of steps
- ✓ Identifying potential hazards
- ✓ Determining preventive measures to overcome these hazards



SAFETY JOB ANALYSIS FORM.

GJENNOMGÅTT AV:			
OMRÅDE:			
DATO:		HMS-DATABLAD... JA <input type="checkbox"/> NEI <input type="checkbox"/>	
DELTAKERE:	AVDELING	AVDELING	SIDEN
NR	BESKRIVELSE AV AKTIVITET	BESKRIVELSE AV RISIKOKOMMENTER	BESKRIVELSE AV SIKRINGSTILTAK
			ANSVARLIG/ FRIST

9. Emergency instructions.

EMERGENCY INSTRUCTIONS

NOTIFICATION

YOU MUST PROVIDE THE FOLLOWING INFORMATION;

Who is making the notification (Name, tel. no., etc.)

What has happened (type of incident, scale, etc.)

Where it happened (location, address, etc.)

EVACUATION

WHAT YOU MUST DO;

Close all doors and windows

Try if possible to put out the fire

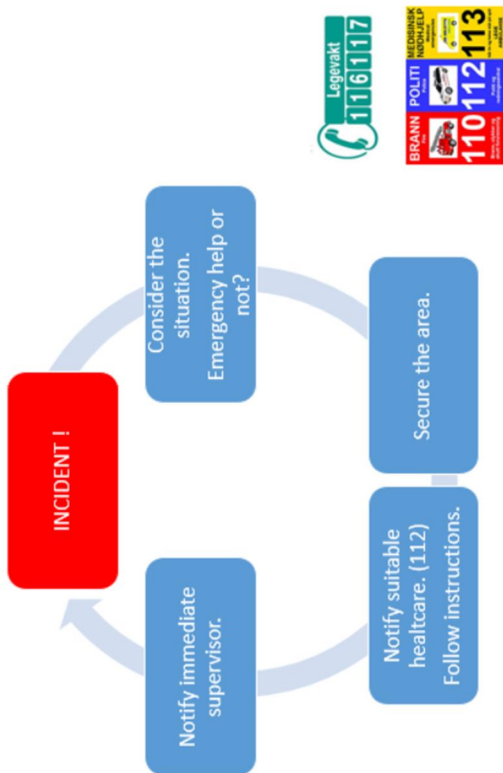
Use approved evacuation routes and emergency exits

Assemble at stipulated assembly points for registration

Show emergency service personnel and their vehicles to the scene



10. KB Stålinindustri internal notification plan.



11. KB Stålindustri internal Phone list.

Name.	Position.	Mobile.	Notification Line
Knut Fjermedal	General Manager	00 47 952 14 810	Notified by Project Manager
Stian M Helgsen	Project Manager	00 47 954 99 830	Notified by Site & Production Managers
Jan Rushfeldt	Production Manager	00 47 995 66 538	Notified by Production Forman
Johan Arnt Andresen	Site Manager	00 47 406 37 097	Notified by Site Forman
Tomas Barcevicius	Resp. Sub Contractor	00 47 469 86 353	Notified by Project Manager
Kestutis Miskinis	Production Forman	00 47 968 35 612	Notify Site or Production Manager
Linas Ripkauskas	Site Forman	00 47 968 19 567	Notify Site or Production Manager



12. Notes.

13. Reviewed and signed by the executing personnel.

KB Stålinindustri wants a documented review of the HSE Handbook and want in that connection it to be signed by the individual who has reviewed it with their immediate foreman

This is a quality statement that documents that the HSE Handbook is reviewed, understood and approved by the executing personnel.

Date.

Executing Personnel.

Immediate Foreman.