

# Safety - Industry collaboration



## Safety collaboration towards 2025

Our goal is for everyone to be safe at all times. Through collaboration we will help the energy industry in Norway to achieve this goal.

It means zero major accidents, zero injuries and no undesirable incidents in our daily work.

Safety is a prerequisite. The best way to ensure continuous improvement is now through collaboration and standardization. This will ensure common priorities. Those who work for us should recognize themselves as being part of a safe and established culture.

The participating companies represent different parts of the value chain – through engineering, construction and operations in our energy facilities. By coordinating the safety work, throughout the value chain, we will be able to prevent serious incidents and personal injuries. Clarity and prioritized focus areas are important in order to achieve improvements.

The focus for 2023 will be:

- 1) Continue common approach and standardization of "life-saving rules" and the annual wheel
- 2) Collaboration and developing a proactive safety culture, leadership and leading indicators
- 3) Cooperation on the implementation of actions to avoid "line-of-fire" incidents and ensure a high installation/site safety integrity standard
- 4) Support our common targets (KPI's) for 2025 to ensure a long-term approach



Life Saving Rules




Annual Wheel

	2025
Serious Incident Frequency (SIF)	0.2
Total Recordable Injury Frequency (TRIF)	1.5
Falling Object Frequency (FOF)	0.2

Key Performance Indicators (KPI)

  
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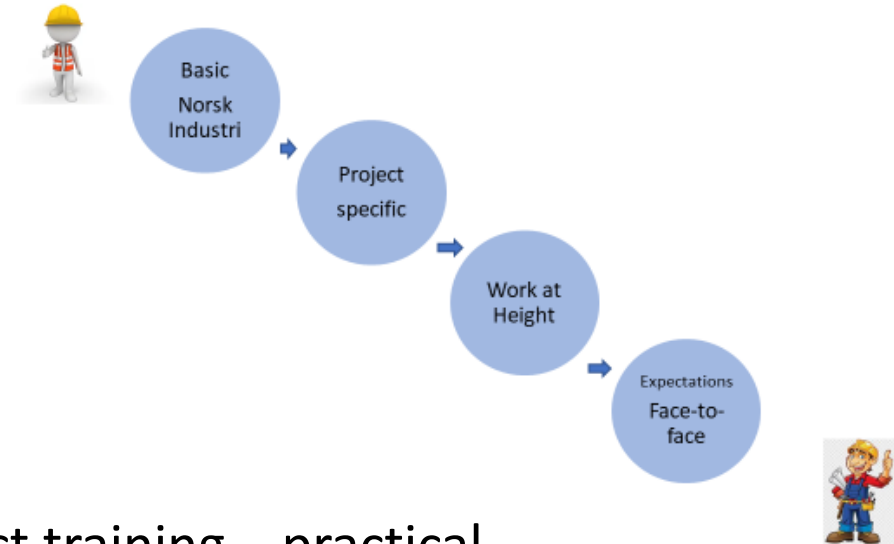
  
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# Background for the work «HSSE onboarding»

- Increased project activity coming period and years. The companies do have many new employees and the sites will have many new workers.
- Notice / feedback; that projects with high activity carry out "onboarding" of new workers to the project in different ways
- Desire from company management to have a "standard practise" and ensure a "robust" plan for onboarding in projects that are now starting (increased activity 2023 -> 2026)
- HSSE Managers in Equinor, Aibel, Aker Solutions, Rosenberg Worley, Aker BP and Vår Energi in the collaboration has performed the work with collecting information and creating this report.
- This report summarizes a practise from different sites and the Safety Collaboration towards 2025 recommends sites and projects to use this report as input when planning and executing “onboarding” of own workers, hired-in, contractors, sub-contractors, clients and others.
- The report has a special focus on construction, assembly and operation sites, but it is also important to ensure good onboarding for Engineering and other office functions in the projects.

# Table of Content

## Onboarding



### All workers

1. Introduction to site/yard/installation
2. HSSE Risk based project information
3. “Line of fire” including prevent dropped object training – practical
4. Meeting the worker– expectations and follow up after the «off period» (including sponsor)

### Supervisors

5. Training «practical HSSE» – new in project, contractors, temporary and hired-in
6. HSSE Risk based training (1. requirements, 2. practical follow up and 3. Role model)

### Examples ongoing topics – reminders

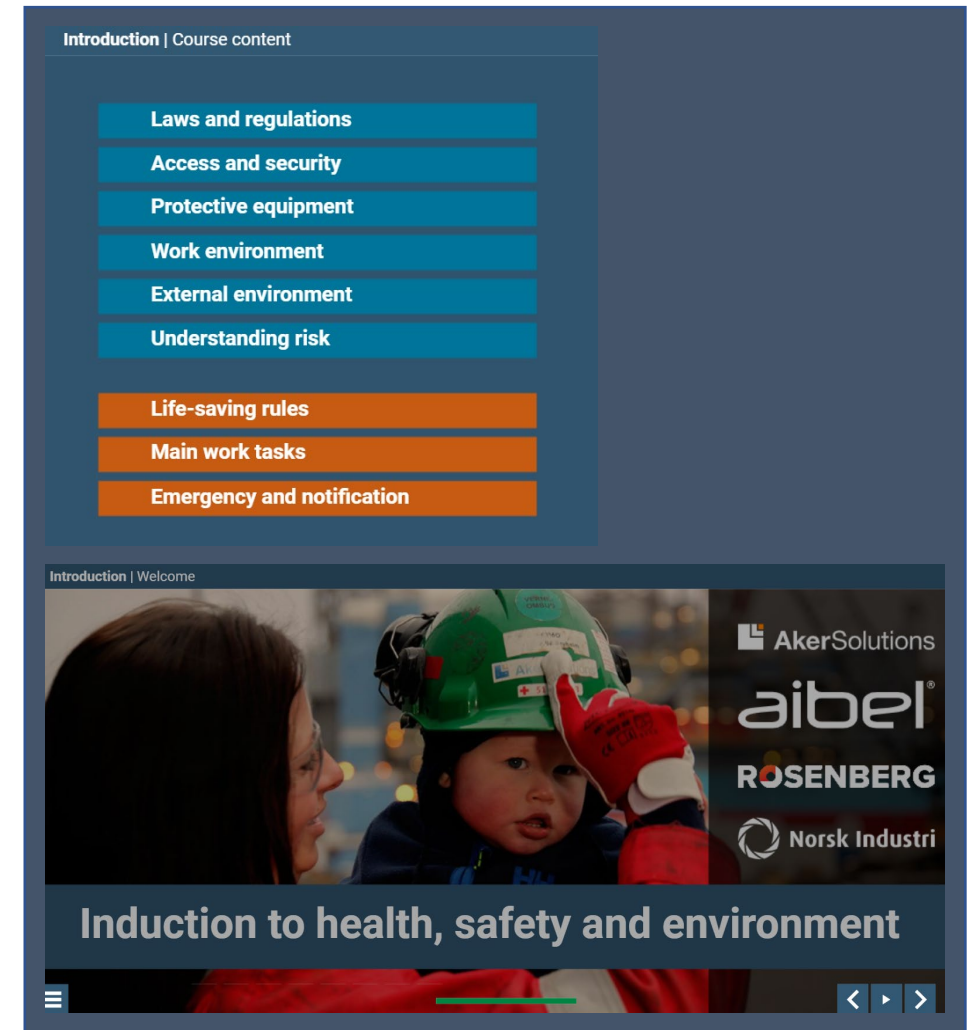
7. How to ensure HSSE information / training after onboarding

# 1. All workers: Basic introduction site

Minimum expectations for intro:

- Before mobilizing at a new site/yard/installation ensure HSSE introduction course before access.
- Yards: New HSSE introduction course (Federation of Norwegian Industries w/Rosenberg Worley, Aker Solutions and Aibel)
- Duration approx. 2,5 hour
- Site specific information, example muster areas, emergency numbers, approx. 15. min
- Scaffolding course – for all users entering scaffolding

Reminder: ensure language requirement compliance



## 2. All workers: HSSE project specific information

Based on the HSSE risks in the project, familization must be adjusted to the risks and can be different from project to project.

## Examples of information:

- Life Saving Rules and specific information
- Work Permit systems – own training when starting
- Infrastructure information, loading zones, dangerous chemicals, gas, work at height etc.
- Organization of the work, area responsibility etc.
- Safety delegates in the project

This can be in classroom or a digital training prior start-up. Estimated time: 15 – 60 min.





### 3. All workers: “Line of fire” practical training

When starting a new and complex project working at height and a high amount of new workers

Examples of content:

- 30 % theoretical re-fresh  
(including “Line of fire” material such as from the annual wheel and other relevant information to prevent falling objects and fall from height)
- 70 % practical testing – find «error traps» in height and observation techniques

During high activity phases in height approx. 80% with the training (not older than 3 years since last training)

Estimated time for the training: 2 – 3 hours



# 4. All workers: When starting at site

Recommended practise

Expectation talk with leader for all new workers:

- Some companies have checklists for this
- Leader to perform and document this talk

Reminder:

- Ensure “Sponsor”(“Fadder”) for all new workers less than 2 month experience at the site.
- Ensure re-fresh and updates after “off period” (rotation)

## Conversation on expectations and start-up round

### WORK MANAGER TO OPERATOR

USE CAPITAL LETTERS:

Work Manager:	Date:	Operator: (use list of names of there are more than one)
Area/hall/project:	Permanent /temporary employee:	Company:

The work manager is responsible for conveying expectations regarding HSE and work execution to new co-workers/operators.

This form is used to document this process. The name of the new operator and the work manager are to be written on the form. The work manager is responsible for completing the form, after which it will be archived with the division manager/fabrication manager as documentation in case of any verifications.

The review shall be done before the operator is put to work. If several operators arrive at the same time, one review can be done for all at the same time, in which case the list of names at the end of the document is to be used.

The work manager shall hold a conversation regarding expectations. A start-up round will also be done outdoors, showing the muster area in case of evacuation, locker rooms, canteen and tool room. The start-up round can be done by the safety delegate.

SIGNATURE CERTIFYING THAT CONVERSATION REGARDING EXPECTATIONS HAS BEEN HELD:

Work Manager: Operator:

SIGNATURE CERTIFYING THAT START-UP ROUND HAS BEEN HELD:

Work Manager/Safety Delegate: Operator:

### EXPECTATIONS WHEN PERFORMING WORK:

No.:	Expectation/We care:	Not relevant	Done
1	Work hours: Review expectations regarding compliance with the current work schedule, break times and the times for starting and stopping work.		
2	Quality: Review of procedures that ensure quality in the work performed.		
3	Good attitudes and mind-sets: This must be the basis for all operators' ability to perform the job satisfactorily.		
4	Setting a good example: This is important in order to spread a good attitude and mind-set. Everyone must contribute to this.		
5	Communication: A key word. Good, clear communication both with one's colleagues and manager is crucial.		
6	Honesty: This is also a key word that must be conveyed. We expect everyone to be honest.		
7	Respect: Respect for others is also important to convey. We have to treat our colleagues with respect, and be professional in our position.		
8	Demob.: Review of demob. procedures and turning in tools etc.		

Miscellaneous issues/matters requiring follow-up:

### HSE EXPECTATIONS:

No.:	Expectation:	Not relevant	Done:
1	Risk assessment: Review the importance of assessing risk before starting work. Always consider your own and others' risk. Refer to HSE checklists for safe work.		
2	HSE checklists for safe work: Review the most important checklists for your area. Explain the importance of using them.		
3	RUH reporting: Review the importance of reporting hazardous conditions and incidents in PIMS HSSE. Secure knowledge of PIMS HSSE in terms of login and reporting on smartphones and tablets. Work manager must be informed of incidents and hazardous conditions.		
4	Reporting: All serious incidents and injuries to the emergency telephone number (52803333) or channel (2), (Valid for Haugesund). Once this is done, the work manager shall be notified as well. Emergency phonenumber/radio ch. can/needs to be edited/adjusted to location.		
5	Personal protective equipment: Review the requirements for personal protective equipment.		
6	Safety and work environment: Show consideration towards work colleagues when performing work. Review the importance of shielding when grinding, the use of noise barriers and the use of suctioning.		
7	Work at heights: Review requirements on the use of fall protection harnesses and securing tools and equipment. See the HSE checklist.		
8	Tidiness and orderliness: Tidiness and orderliness are mandatory at all times when performing a job. The work space must always be cleaned when a job has been completed.		
9	Waste and source separation: Review procedures for source separation.		
10	Chemicals: Explain where data sheets are to be found and the importance of reviewing data sheet before performing a job.		
11	Work permit: Review the requirements for WP where required. Review the form along with who has which role in the system.		
12	Barriers and signage: Review the requirements on barriers and signage. See the HSE checklist.		
13	Safe Job Analysis: Review the SJA requirements when applicable. Use the HSE checklist for this purpose.		
14	HSE ambassador: Everyone must be an HSE ambassador, contributing to proper health, safety and environment arrangements.		
15	Quality in Execution		
16	Review the 5 steps included in our Quality Standard		
17	Lifesaving rules		
18	Go through the 9 Lifesaving rules. Secure good knowledge of the rules. Part of HSE My Responsibility.		

### START-UP ROUND OUTDOORS: (work manager can arrange for the safety delegate or another qualified person to perform this)

	Start-up round	Not relevant	Done
1	Review the locations of the nearest muster area, fire instructions, emergency crane stop and escape routes.		
2	Go around the hall/area/project in which the operator will be working.		
3	Point out the location/office of the medical service and fire station.		
4	Point out the location of the locker room and canteens, along with the procedures for using them.		
5	Point out the location of the tool room and central storage.		

# 5. Supervisors: “Practical HSSE” training

Reminder: Working Environment Law § 3-5 and required training for all leaders

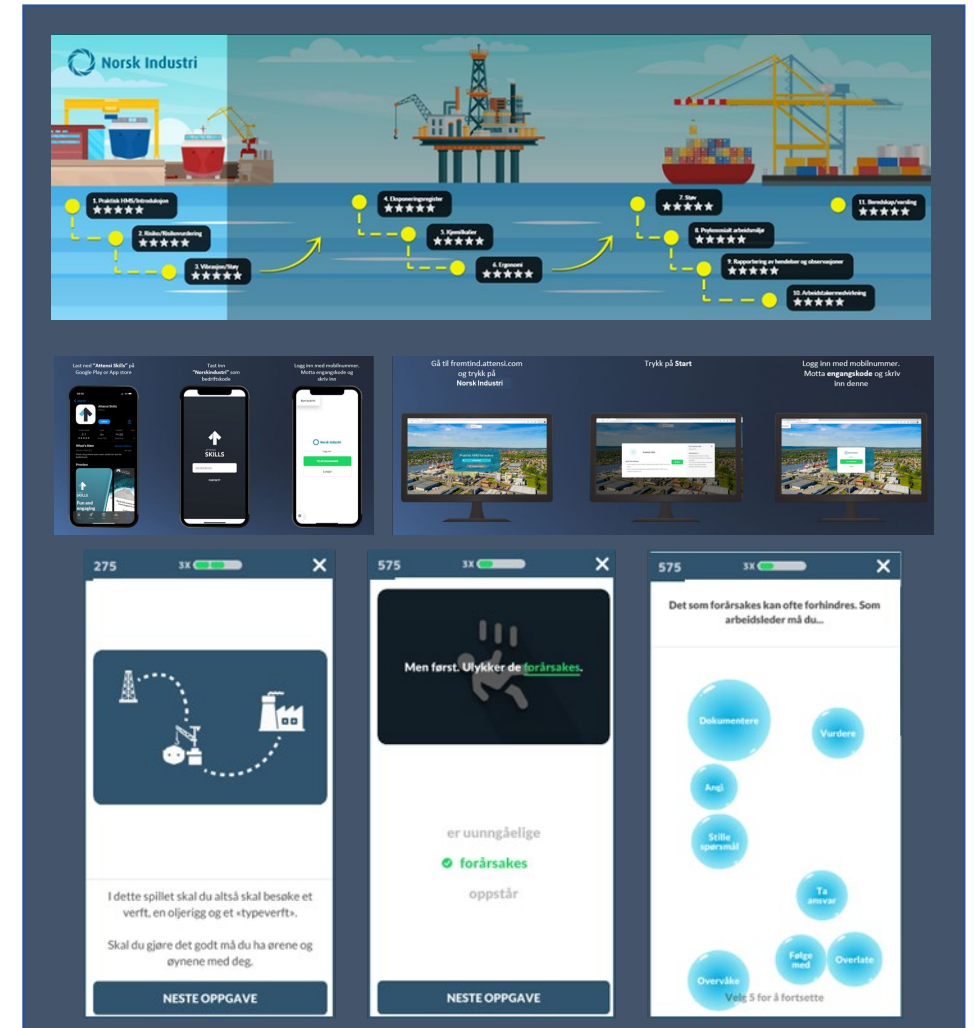
New training “Practical HSSE” (digital / module):

- Training made by Aker Solutions, Rosenberg Worley and Aibel (Contact “Federation of Norwegian Industries”)
- All new supervisors: own, temporary, hired-in and contractors
- Suggestion: onboard the group (new) above twice a year (Q2 & Q4) and 1,5 month to complete the training (many of the supervisors are in a rotation)
- Approx 2 hour training, but recommend to split up the training within 14 days (one module a time)

Reminder:

Ensure mentor for all new supervisors less than 2 months experience in the role.

Ensure expectations talks from leader to supervisors





# 6. Supervisors: HSSE Risk based training

Tips: Important that all supervisors have good knowledge in IT systems to ensure efficiency in the role and good time to be at site to follow up at site

Example content / modules for the HSSE supervisor training:

- 1. Requirements to follow up
- 2. Practical tips on how to follow up in the daily work, including observation techniques
- 3. Role model (including “Human Organizational Performance” )

Minimum 1 day training, but this can be split in to meetings over days and problem solving tasks related to the content.

Reminder:

Look at how much reporting task etc. for the supervisors to ensure they have enough time to be at site and available for the team

In dialogue with supervisors, ensure they don't have to many working teams / operators to follow up (this can be adjusted for discipline / work tasks etc.)



# 7. General: HSSE information after onboarding

Reminder: To ensure momentum and HSSE communication after onboarding

Examples:

- Annual Wheel “Always safe” – Quarterly learning package
- Weekly/Daily - HSSE tips/info in project (project / site to set the frequency)
- Toolbox talk / “Før jobb samtale” (daily / every shift)
- Toolbox meeting / “HMSS møte” (min. monthly)
- “Lunch & learn” for specific risks and target group

Reminders:

Re-fresh with main topics for workers after the “off period” (rotation)

Ensure support to supervisors from roles such as Construction Management, HSSE and HR

