

HEALTH, SAFETY AND THE ENVIRONMENT

in Stavanger Forum



stavanger forum



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1. Action plan for serious accidents
2. HSE declaration for exhibitors
3. Personal protective equipment (PPE)
4. Sample form for safe job analysis (SJA)



1 ABOUT THE HSE PLAN

This document describes how the working environment is to be safeguarded throughout all phases of the project.

It covers assembly, execution of the event and disassembly, as well as relations with the organiser, exhibitors and subcontractors. Work will be planned, organised and checked pursuant to the Norwegian [Working Environment Act](#) with associated regulations.

[Regulations concerning Organisation, Management and Employee Participation](#)
[Regulations concerning the Performance of work](#)

2 HSE OBJECTIVES AND ORGANISATION

- 2.1 Stavanger Forum will conduct its activities in a manner which gives top priority to the health and safety of employees, customers and guests and to protection of the environment. This goal will also be applied to all events on the Stavanger Forum site.

- 2.2 HSE is organised as follows at Stavanger Forum (the principal enterprise):

Role	Company
Project manager:	Stavanger Forum
Producer:	Stavanger Forum
HSE manager:	Stavanger Forum
Safety delegate:	Stavanger Forum

3 REPORTING LINES/RESPONSIBILITIES AND REPORTING ROUTINES

Section 2, sub-section 2, paragraph 2 of the Working Environment Act and section 6 of the internal control regulations specify that work on HSE and internal control must be coordinated by a principal enterprise when several employers/enterprises are present in the same workplace or area.

Stavanger Forum is the technical organiser and, as principal enterprise, has a special responsibility for seeing to it that everyone working in the area covered by the event complies with the regulations and guidelines governing work during assembly/disassembly. Stavanger Forum will see to it that the projects are implemented in accordance with the Working Environment Act and associated regulations, and ensure that health, safety and working environment considerations are taken into account.

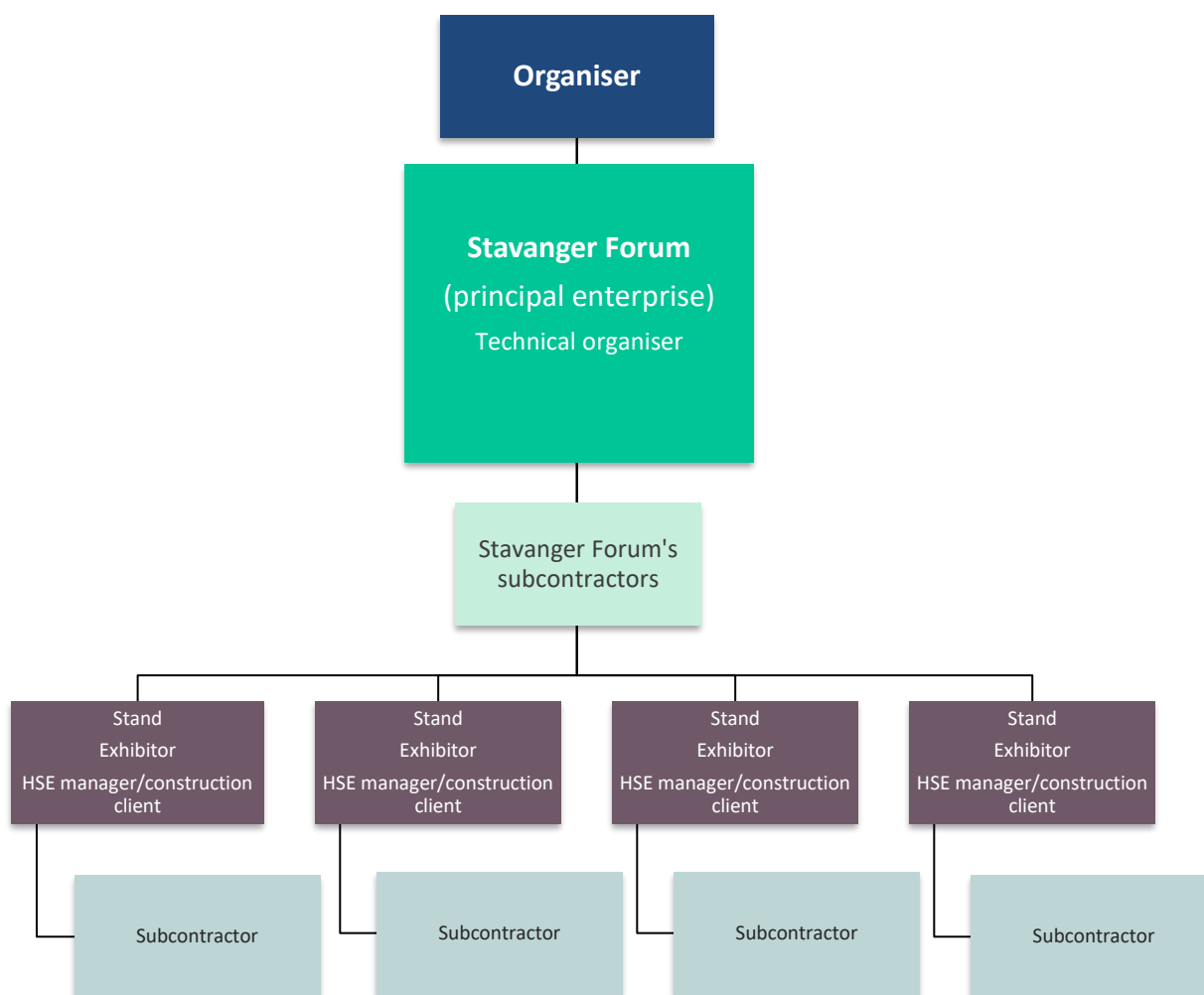


Figure 1 An example of reporting lines for an exhibition. Each stand owner is responsible for HSE on their stand and is the construction client if construction work takes place. That involves a responsibility for ensuring compliance with the requirements and duties in the Norwegian Working Environment Act and Norwegian regulations, and for making sure that Stavanger Forum’s HSE regulations have been read and understood by all employees on each stand, including subcontractors.



3.1 REPORTING ROUTINES

3.1.1 DOCUMENTATION REQUIREMENTS FOR STAND BUILDERS

An **HSE declaration** with associated appendices must be completed and submitted to the HSE manager at Stavanger Forum or the producer in accordance with the specified routines and deadlines for the event. It must be possible to document each section in the declaration on request.

3.1.2 INSPECTIONS

All contractors and exhibitors must appoint an HSE officer for the event.

The HSE coordinator will invite people to take part in inspections as required. The following may be invited and are duty-bound to participate:

- Stavanger Forum's safety delegate
- safety delegates or HSE officers for contractors present on the site
- safety delegates or HSE officers for exhibitors and their subcontractors.

The HSE coordinator will call other HSE meetings as and when required.

Conditions identified which are not rectified on the spot will be noted in the inspection tour report. This document is prepared by the HSE officer and distributed to Stavanger Forum and to contractors.

3.1.3 NONCONFORMITIES/UNDESIRABLE INCIDENT REPORTS (RUH)

Undesirable incidents which occur must be reported to Stavanger Forum. All incident reports (RUHs) are processed and followed up with corrective measures.

Nonconformities attributable to system faults will also be followed up with corrective measures in the form of adjustments to systems, plans and so forth.

An RUH is submitted by going to www.forumruh.no and clicking on "send RUH". Photographs or videos can also be posted in this way to illustrate the incident. The report will be forwarded to the HSE manager and dealt with immediately.



4 ASSEMBLY PLANS

Each event must prepare separate assembly plans for

- assembly/disassembly
- the exhibition/event.

The plans must be prepared and continuously updated by the organiser's coordinator or by agreement with Stavanger Forum. Contractors will be assigned assembly space in consultation with this coordinator.

5 ENTRY REQUIREMENTS AND REGULATIONS FOR EXHIBITIONS

5.1 SERVICE DESKS

A general presentation of the exhibition site can be found on Stavanger Forum's website at <http://www.stavanger-forum.no/>.

As and when required, Stavanger Forum will also establish service desks which can:

- register everyone entering the exhibition area, which also involves a review of the HSE regulations and signing a personal safety instruction (PSI)
- issue entry badges
- receive orders for services, equipment, etc
- provide practical information and assistance for exhibitors and subcontractors.

5.2 ACCESS AND PARKING

- Access to the exhibition area and parking facilities are shown in the information prepared for each event.
- All other driving into or parking in the area is prohibited.
- Paid parking spaces in multi-storey car parks can be used in all phases of the event.
- Lorries will be assigned a parking space by the logistics contractor or Stavanger Forum.

Breaches of the driving and parking regulations for the exhibition area will result in the vehicle concerned being towed away at the owner's expense, and possible exclusion of the driver from the event.

5.3 ENTRY AND LOCKING AT EXHIBITIONS AND LARGE EVENTS

- During assembly/disassembly periods, all personnel and visitors must report to the service/exhibitor desk, where everyone must sign a personal safety instruction (PSI) and receive important information about HSE rules for the project. Once a PSI has been signed, an entry pass for the site will be issued.
- Security will be established and implemented by the security contractor. Entry checks can be conducted in every phase for the area and the halls, and locking in every phase of the project.
- Security checks can be conducted as and when required with people, vehicles and baggage. Security checks of people will be conducted in a screened area.



- The schedule defines opening hours and access to the exhibition area for the various categories of people.

5.4 TOILETS

Toilets are available in the halls. Temporary conveniences will be established as and when required.

5.5 WASTE COLLECTION

All stands must sort their own waste.

Assembly

Waste collection points will be established, and will be staffed at large exhibitions.

Stand builders can themselves fetch waste containers as required from the waste collection point for their hall.

Waste wood must be delivered to the designated point.

Hazardous waste must be delivered to the specified point.

All contractors and exhibitors must clear up after their own work before leaving the workplace. A clean-up must be carried out daily or several times a day as required. Failure to clear up properly will incur costs for the exhibitor responsible.

As a general rule, dust must be dealt with by those responsible for producing it. In other words, equipment with dust collectors must be used or the workplace must be enclosed and vacuum-cleaned afterwards.

Dust **must** be prevented from spreading to neighbouring areas.

During the exhibition

Exhibitors are urged to sort waste on their stand in the containers supplied for paper/cardboard (green) and residual waste (grey) respectively. The environmental staff will empty these during the exhibition.

Exhibitors producing food waste on their stands must ensure that they have dedicated containers for this, and empty them at the nearest collection point.

Disassembly

Remember to sort the waste.

All wood must be sorted by width/length and placed on pallets. Please ask the environmental staff for pallets if required.

All stands must be cleared and waste sorted before leaving the area for the last time. Nails and screws must be collected and placed in the appropriate containers. Exhibitors will be invoiced after the event for possible clean-up work which must be carried out by the organiser.



6 FIRST-AID EQUIPMENT

First-aid equipment is available in the Stavanger Forum reception area and at the service office for exhibitions. Local first-aid stations will be established around the site if and when required.

Defibrillators are available in the Stavanger Forum reception area and at the service office for exhibitions. If required, defibrillators will also be available in the halls.

7 FIRE EXTINGUISHERS

Stavanger Forum will ensure that extinguishers are available as specified in the plans and fire documentation for each event.

Contractors carrying out work which involves naked flames (hot work) must also have their own fire extinguishers available at the work site.

Hot work must only be carried out by people with safety certificates for such jobs, and after completing a safe job analysis (which must be documented in writing).

8 ESCAPE ROUTES AND ACCESS FOR EMERGENCY SERVICES

All escape routes must be kept in good order and free of obstructions.

A plan showing escape routes will be hung at the entrance of all permanent and temporary halls during large events.

Outdoor access routes with a minimum width of four metres for emergency response vehicles will be defined by the technical organiser and must be kept open.

9 SECURING WORK AREAS AND AREAS OPEN TO THE PUBLIC

Everyone is responsible for securing their own work area. Including railings, coverings, cordons and so forth, such security embraces installation, monitoring, maintenance and removal.

Should a risk exist that materials or equipment could be dropped onto an underlying level, the latter must be cordoned off.

All levels above a height of 0.5 metres must be protected by railings - bottom rail, knee rail and hand rail, at least one metre high.

Warning signs must be posted around areas where noisy work or work with chemicals is taking place.

Anyone who discovers deficiencies in such safety measures is duty-bound to take immediate action to avoid an accident. They must also submit an undesirable incident report (RUH) via www.forumruh.no.



Should safety installations have to be temporarily removed because of a work operation, the person concerned must see to it that they are restored before leaving the workplace. (A safe job analysis is mandatory.)

10 MACHINERY AND HAND TOOLS

Steps must be taken to ensure that all machines and hand tools are fitted with approved protective equipment/arrangements. Each contractor/exhibitor must have routines and instructions on the use of machines and hand tools in their internal control procedures.

Safety training pursuant to chapter 10 of the Norwegian regulations [on organisation, management and participation](#) must be documented.

11 ALCOHOL AND NARCOTICS

Consuming alcohol and other intoxicants in the area during assembly/disassembly is prohibited. Should such consumption be detected, the person concerned will be excluded from the area.

Furthermore, possession of alcoholic beverages, narcotics or medicines which cause drowsiness is prohibited in Stavanger Forum's premises.

12 PERSONAL PROTECTIVE EQUIPMENT (PPE)

See chapter 15 of Norway's regulations for [organisation, management and participation](#) .

Stavanger Forum recommends the use of high-visibility jackets/tabards and protective footwear in the area when required by the nature of the work. High-visibility jackets is required at all times during assembly/disassembly.

PPE must be used when satisfactory protection of the employee's safety, health and wellbeing cannot be achieved through technical facilities in the workplace or through changes to working practices or processes.

Use of PPE is mandatory when doing the following jobs:

Job	PPE
Work above ground on scaffolding, lifts or ladders, installation/removal of heavy prefabricated elements. Loading and unloading of vehicles	Hard hat and safety harness when necessary
Work in areas with a risk of dropped objects	Hard hat
Noisy work with a normalised equivalent in excess of 85 dB(A)	Ear protectors, area signposted as a noisy zone



Work with chemicals

Respirator, skin protection, gloves and eye protection as specified by the safety data sheet

Stavanger forum

Work posing a risk of eye injury, such as cutting, sawing or grinding

Eye protection or a visor

Take care of your co-worker - everyone is responsible for ensuring that mandatory PPE is used by everybody in the exhibition area.

13 EMERGENCY RESPONSE PLAN FOR FIRES AND ACCIDENTS

The emergency response plan for accidents is drawn up by Stavanger Forum.

Information will be provided before events about alert/notification routines for everyone involved in the project.

All suppliers/contractors and exhibitors undertake to have an overview at all times of their own personnel and those of subcontractors who are present in the area, and to alert the HSE manager immediately in the event of accidents and other undesirable incidents.

14 AREAS REQUIRING SPECIAL ATTENTION

Work on ladders/stepladders

As a general rule, the use of ladders should be avoided. No ladder/stepladder with steps higher than two metres may be used in the area. Ladders more than four metres high are prohibited. Using a ladder as a work platform must be justified by a risk assessment. The use of ladders can be accepted when the work represents little risk or is of short duration, or if a ladder represents the only appropriate work equipment and is the safest solution. As far as possible, ladders must be fixed at the top to prevent sliding or toppling sideways or backwards.

Erection and use of scaffolding

Strict training requirements are set for scaffolders working above a platform height of two metres. These requirements fall into three classes: [See Regulations concerning the Performance of work](#)

- scaffolding height two-five metres - (§17-2); scaffolding height five-nine metres - (§17-3); All scaffolding heights (including above nine metres) - (§17-4)

The regulations also specifies requirements for people using the scaffolding as a platform for carrying out work at a height above the ground. Users must be trained in utilising the relevant scaffolding, which includes a review of the instructions for erection, use and dismantling - [Regulations concerning the Performance of work](#) . It must be possible to document this training.

Suspension from the ceiling

All equipment suspended from the ceiling must be approved pursuant to Norwegian law and regulations. The equipment must conform with the machinery regulations from the Norwegian Labour Inspection Authority. Documentation and/or certificates showing approval valid for the current year must be available. Equipment which lacks such documentation may not be used in Stavanger Forum's premises.

No flammable substances or chemicals

Before hot work begins, a safe job analysis (SJA) must be completed and approved by HSE personnel.

An SJA form can be obtained from the service office.

Only water-based paint, putty or varnish is permitted. Data sheets must be available.



<p>Machines connected to the water supply Water dispensers, coffee machines and so forth to the water supply must be secured with an automatic water block and pressure reducing valve. The equipment must be CE-marked.</p>
<p>Vehicles Low speed. Driving lights on forklift trucks. High-visibility garments. Banksman/flagman/assistant when reversing. Valid licence.</p>
<p>Operating machinery - chapter 10, regulations for organisation, leadership and participation Be considerate and take care. Valid certificate.</p>
<p>Alcohol and narcotics Use of all types of intoxicant is prohibited.</p>
<p>Preparing food or use of naked flame is prohibited during assembly/disassembly.</p>
<p>Hazardous waste Flammable and chemical waste must be placed in special containers.</p>
<p>Keep the work area tidy Deliver waste to the designated locations.</p>
<p>Accident prevention Personal commitment. Risk reduction. Report safety challenges.</p>
<p>Emergency assistance Familiarise yourself with the premises. Locate first-aid stations. Locate fire-extinguishing equipment. Locate evacuation routes.</p>
<p>Report undesirable incidents (RUH) Report to www.forumruh.no</p> <ul style="list-style-type: none"> - injury or sickness - dangerous behaviour - dangerous conditions - undesirable incidents.
<p>Proof of identity and certificates/licences Must be presented on request.</p>
<p>Breaches of the regulations <u>First warning:</u> Verbal warning and opportunity to correct matters. Exclusion from the area in the event of gross negligence, danger to life and health. <u>Second warning:</u> Written warning and exclusion from the area.</p>

APPENDICES

1. Action plan for serious accidents
2. HSE declaration for exhibitors
3. Personal protective equipment (PPE)



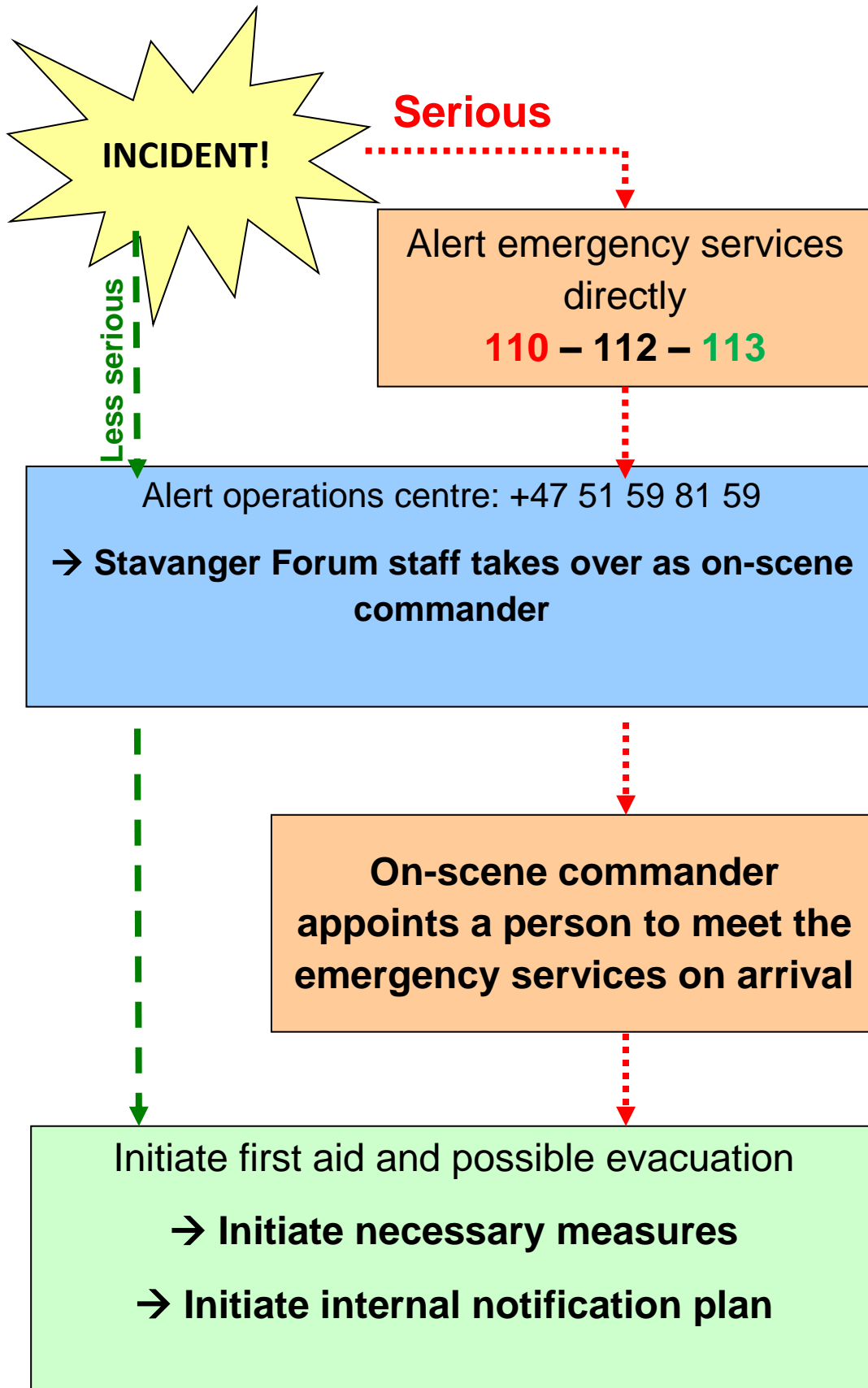
5. Sample form for safe job analysis (SJA)



Action plan for serious accidents

IMPORTANT PHONE NUMBERS:		<u>When help is non-urgent</u>
Fire brigade	110	51 50 22 00
Police	112	02800
Ambulance (AMK)	113	116 117

	<u>Telephone number</u>
Norwegian Labour Inspection Authority	815 48 222
Safety delegate Stavanger Forum	51 59 81 59





APPENDIX 2

HSE declaration - Event name:

This declaration must be completed by the exhibitor (responsible company - lessee of the space). The responsible company must check ALL its sub-exhibitors/subcontractors who are to participate in assembly/disassembly and in the operation of its stand during the execution phase. **A copy of the declaration must be available on the stand in case of checks, or possibly submitted electronically in line with more detailed instructions.**

Exhibitor's name:	Stand no:
Contact:	Mobile tel:

The following points must be confirmed.	Check off
We confirm that we will observe all laws and regulations applicable for our work pursuant to the Working Environment Act and internal control regulations as well as the event's regulations and guidelines.	
We confirm that our company has an operational internal control/HSE system, and will ensure that the subcontractors we employ have the same. We confirm that we will select suppliers who provide contracts of employment, minimum pay, and residence and work permits for its workers, and who do not engage in social dumping.	
We confirm that we will pass the general and HSE regulations for the event to everyone who will be involved in work on the stand.	
We confirm that we will inform the organiser of the name of possible suppliers we have engaged to work on our stand in good time before the event begins.	
We confirm that all undesirable incidents during assembly/disassembly and during the event will be reported via https://forumruh.no .	

Documentation to be available on the stand/at the workplace

Safety training for equipment use

Documentation of work/equipment/machinery as specified in the regulations

Substance register (including HSE data sheets)

Certificate for hot work

Other relevant certificates

Risk assessment of own work operations and associated safe job analyses (SJA) if required

APPENDIX 3

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective equipment	Mandatory or recommended
High-visibility jacket/tabard	Mandatory during exhibition assembly/disassembly.
Protective footwear	Recommended during assembly/disassembly.
Hard hat	Mandatory in all areas where work goes on above ground level or where a danger of dropped objects exists. Recommended for work on lifts and scaffolding. Such work areas must be cordoned off and signposted.
Ear protectors	When required, such as shooting with nail guns, drilling in concrete and wood, sawing and noisy work in general.
Eye protectors	When required, such as drilling in concrete and wood, sawing and other work which could involve splashing/spraying.
Respiratory protection	When required, such as work which develops toxic dust or gas.
Protection against falling	When required, such as work on lifts, scaffolding or platforms where hazardous conditions could arise.

The form for personal safety instruction (PSI) must be reviewed and signed on arrival at the exhibition before admission to the area is permitted. Entry passes are issued when the PSI form has been registered and signed.



APPENDIX 4

SAMPLE FORM FOR SAFE JOB ANALYSIS (SJA)

SAFE JOB ANALYSIS (SJA)

Name of unit:

Name of participants:

Name of the job which the SJA applies to:

Date:

Sub-tasks	What could lead to an undesirable incident	Possible preventive measures

Training	PPE

Procedures

1. Specify the job which the analysis applies to
2. Then describe the relevant sub-tasks. Assess these in relation to physical factors such as lifting, unilateral/repetitive movements, electrical hazards, chemical aspects such as toxicity, possible allergic reactions, possible environmental harm, etc, other conditions such as noise, wind and temperature, workplace configuration, emissions/discharges, etc.
3. Describe measures which have been or must be implemented for keeping these aspects under control.
4. Specify which training is required and what PPE should be used. NB! Protective arrangements must have higher priority than PPE.
5. Number sub-tasks, what could lead to an undesirable incident and possible preventive measure, so that it is clear which of these belong together.