



HSE HANDBOOK

Health, Safety & Environment

DAP Solution AS

Version 1.0

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Author: Øyvind Oland

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1. INTRODUCTION AND PURPOSE

1.1 Purpose of the HSE Handbook

This HSE Handbook establishes the framework for systematic health, safety and environment (HSE) management within DAP Solution AS. The handbook aims to:

- Prevent work-related injuries, illnesses and accidents
- Ensure compliance with the Working Environment Act and relevant HSE regulations
- Create a safe and healthy working environment for all employees
- Establish clear responsibilities and procedures for HSE management
- Promote a strong safety culture throughout the organization

1.2 Legal Foundation

This handbook is based on:

- The Norwegian Working Environment Act (Arbeidsmiljøloven)
- The Internal Control Regulations (Internkontrollforskriften)
- Relevant HSE-specific regulations and standards
- Industry-specific safety requirements

1.3 Scope

This handbook applies to:

- All employees (permanent, temporary, part-time)
- Contractors and consultants working on company premises
- Visitors to company facilities
- All company locations and work sites

1.4 Application for Staffing Operations

DAP Solution AS provides staffing services to industrial and offshore clients. Due to the nature of our business model, HSE responsibilities are shared between DAP Solution AS and our clients in accordance with Norwegian labour law and HSE regulations.

1.4.1 Client HSE Responsibility During Assignments

When our employees are on assignment at a client site, the client has primary responsibility for health, safety and environment (HSE) during the work period.

This means that:

1. The client is responsible for:

- Providing a safe and healthy working environment at their premises/worksite
- Conducting risk assessments for the work to be performed
- Providing necessary safety equipment and personal protective equipment (PPE)
- Ensuring compliance with all applicable HSE laws and regulations at the worksite
- Providing HSE induction and site-specific safety training
- Implementing and maintaining their HSE management system
- Reporting and investigating incidents occurring during the assignment
- Emergency preparedness and response at the worksite

- Supervision of work activities and safety compliance

2. Our employees must:

- Comply with the client's HSE policies, procedures, and instructions
- Follow the client's HSE management system and routines
- Attend all required HSE training and briefings provided by the client
- Use PPE and safety equipment as instructed by the client
- Report hazards, incidents, and near-misses to both the client and DAP Solution AS
- Refuse dangerous work and immediately report safety concerns
- Take care of their own and others' safety in accordance with the client's requirements

3. DAP Solution AS responsibilities:

- Ensure employees have basic HSE competence and required certifications before assignment
- Provide general HSE training and orientation
- Verify that clients have adequate HSE systems in place
- Maintain communication with employees regarding HSE matters
- Follow up on incidents and serious HSE concerns
- Ensure employees are medically fit for the assigned work
- Provide support and guidance on HSE matters

1.4.2 When This HSE Handbook Applies

This HSE Handbook applies in the following situations:

A) When the client does not have their own HSE system:

If a client lacks a documented HSE management system, the procedures and requirements in this handbook shall be followed by our employees during the assignment.

B) When the client's HSE system is insufficient:

If the client's HSE system does not meet the minimum requirements of Norwegian law (Working Environment Act, Internal Control Regulations), or does not adequately address the specific hazards of the work, this handbook shall be used to supplement the client's system.

C) For DAP Solution AS's internal operations:

This handbook applies to all HSE matters related to DAP Solution AS's own premises, administrative staff, recruitment activities, and internal operations.

D) As a reference and minimum standard:

Even when working under a client's HSE system, employees should be familiar with this handbook as it represents minimum acceptable HSE standards.

1.4.3 Verification of Client HSE Systems

Before placing employees on assignment, DAP Solution AS shall:

- Assess the client's HSE system to verify it meets legal requirements
- Request documentation of the client's HSE policies, procedures, and risk assessments
- Verify that the client provides adequate: HSE training and induction, Personal protective equipment, Emergency preparedness, Incident reporting and follow-up, Health surveillance (if required)
- Document the agreement regarding HSE responsibilities in the client contract
- Decline assignments where the client cannot demonstrate adequate HSE standards

1.4.4 Reporting and Communication

Dual reporting obligation:

Employees must report HSE incidents, near-misses, and hazards to both:

- **The client** (following their reporting procedures)
- **DAP Solution AS** HSE Coordinator

This ensures that both parties are aware of safety issues and can take appropriate action.

Serious incidents:

In case of serious injury, fatality, or significant safety hazard:

- Follow the client's emergency procedures immediately
- Notify DAP Solution AS management without delay
- Participate in incident investigation as requested by both parties
- Do not resume work until safety concerns are addressed

1.4.5 Employee Right to Refuse Dangerous Work

Regardless of whether working under a client's HSE system or this handbook, all employees retain the right to:

- Refuse work that presents imminent danger to health and safety
- Stop work if they observe serious safety violations
- Request clarification if safety procedures are unclear
- Escalate concerns to DAP Solution AS if the client does not address safety issues adequately

Employees will not face retaliation from DAP Solution AS for exercising these rights in good faith.

1.4.6 Training and Competence

General HSE training:

All employees receive HSE training from DAP Solution AS covering:

- Basic safety principles and this HSE Handbook
- Employee rights and responsibilities
- Hazard recognition and risk awareness
- Emergency response basics
- Reporting procedures

Client-specific training:

Additional training specific to the client's operations, equipment, and hazards shall be provided by the client before work commences.

Required certifications:

DAP Solution AS ensures employees hold necessary certifications for their work (e.g., offshore safety training, working at height, confined space entry) as required by the client or regulations.

1.4.7 Special Considerations for Offshore Work

Offshore installations have specific HSE requirements regulated by the Petroleum Safety Authority (Ptil). When employees work offshore:

- The offshore operator has full HSE responsibility
- Employees must comply with all offshore safety regulations and the operator's safety management system
- Offshore safety training certificates (Basic Safety Training, HUET, etc.) must be valid
- Additional medical examinations may be required
- Emergency response follows the installation's emergency plan

1.4.8 Resolution of HSE Conflicts

If there is disagreement or conflict regarding HSE responsibilities:

- The most stringent HSE requirement shall apply (whether from law, this handbook, or client's system)
- Legal requirements always take precedence over handbook or client procedures
- Immediate safety concerns must be addressed before work continues
- DAP Solution AS HSE Coordinator shall be consulted to help resolve the matter
- If necessary, external authorities (Labour Inspection Authority) may be contacted

1.4.9 Documentation and Records

DAP Solution AS shall maintain documentation of:

- Client HSE system assessments
- HSE agreements and responsibilities defined in client contracts
- Employee HSE training records
- Incidents and near-misses reported by employees on assignment
- Follow-up actions and corrective measures
- Communication with clients regarding HSE matters

1.4.10 Review and Continuous Improvement

DAP Solution AS shall:

- Regularly review client HSE performance and incident trends
- Gather feedback from employees regarding client HSE systems
- Update this handbook based on lessons learned and regulatory changes
- Provide guidance to clients on HSE best practices where appropriate
- Maintain constructive dialogue with clients to improve HSE outcomes

2. SCOPE AND RESPONSIBILITIES

2.1 Management Responsibility

The Chief Executive Officer (CEO) has overall responsibility for HSE and shall ensure that:

- HSE work is systematically planned, organized and implemented
- Necessary resources are allocated for HSE activities
- HSE objectives are established and followed up
- The organization complies with legal requirements

Line Managers are responsible for:

- Implementing HSE procedures in their areas
- Conducting risk assessments for work activities
- Ensuring employees receive necessary training and equipment
- Following up incidents and deviations
- Promoting employee participation in HSE work

2.2 HSE Coordinator

The HSE Coordinator is responsible for:

- Coordinating the company's HSE activities
- Maintaining the HSE management system
- Organizing training and drills
- Assisting in risk assessments and incident investigations
- Compiling HSE statistics and reports
- Conducting internal audits

2.3 Safety Representative

The Safety Representative(s) shall:

- Represent employees in HSE matters
- Participate in workplace inspections and risk assessments
- Be involved in planning of new work methods or premises
- Investigate accidents and near-misses
- Ensure employees are informed about HSE matters

2.4 Employee Responsibilities

All employees shall:

- Take care of their own and others' health and safety
- Follow established HSE procedures and instructions
- Use required protective equipment correctly
- Report hazards, incidents and near-misses immediately
- Participate actively in HSE work
- Complete required HSE training

2.5 Working Environment Committee

Where required by law, the Working Environment Committee shall:

- Discuss HSE matters and provide recommendations
- Review risk assessments and incident reports
- Monitor HSE performance and trends
- Participate in planning of HSE initiatives

3. HEALTH AND SAFETY POLICY

3.1 HSE Policy Statement

DAP Solution AS is committed to providing a safe and healthy working environment for all employees. We believe that all work-related injuries and illnesses are preventable through:

- Strong leadership commitment to safety
- Employee involvement and participation

- Systematic risk management
- Continuous improvement
- Compliance with legal requirements

3.2 HSE Objectives

Our key HSE objectives are:

- Zero serious injuries or fatalities
- Continuous reduction in incident rates
- 100% compliance with HSE training requirements
- Proactive identification and mitigation of risks
- Open reporting culture with no fear of blame

3.3 Safety Culture

We promote a safety culture characterized by:

- **Commitment:** Safety is a core value, not just a priority
- **Accountability:** Everyone is responsible for safety
- **Transparency:** Open communication about risks and incidents
- **Learning:** Incidents are opportunities for improvement
- **Participation:** Employees are actively involved in HSE work

4. RISK ASSESSMENT AND MANAGEMENT

4.1 Principles of Risk Assessment

Risk assessment is the foundation of our HSE work. All work activities shall be assessed for potential risks to health and safety.

Risk Assessment Process:

1. **Identify hazards:** What can cause harm?
2. **Assess risks:** Who might be harmed and how likely/severe?
3. **Implement controls:** What measures will reduce the risk?
4. **Document:** Record the assessment and measures
5. **Review:** Regularly update based on changes

4.2 Risk Matrix

Risk is assessed by evaluating the consequence and likelihood of an unwanted event.

Risk = Consequence × Likelihood

Consequence scale

| Value | Description |
|-------|----------------------|
| 1 | No consequence |
| 2 | Minor consequence |
| 3 | Moderate consequence |
| 4 | Major consequence |
| 5 | Severe consequence |

Likelihood scale

| Value | Description |
|-------|-----------------|
| 1 | Unlikely |
| 2 | Somewhat likely |
| 3 | Likely |
| 4 | More likely |
| 5 | Highly likely |

Risk matrix

| Likelihood ↓ / Consequence → | 1 | 2 | 3 | 4 | 5 |
|------------------------------|---|----|----|----|----|
| 1 – Unlikely | 1 | 2 | 3 | 4 | 5 |
| 2 – Somewhat likely | 2 | 4 | 6 | 8 | 10 |
| 3 – Likely | 3 | 6 | 9 | 12 | 15 |
| 4 – More likely | 4 | 8 | 12 | 16 | 20 |
| 5 – Highly likely | 5 | 10 | 15 | 20 | 25 |

Risk classification and required actions

| Risk score | Risk level | Required action |
|------------|------------|--|
| ≤ 4 | Low | Acceptable risk – no additional action required |
| 5–11 | Medium | Risk reduction measures shall be considered and documented |
| ≥ 12 | High | Risk reduction measures are required and must be implemented |

4.3 When to Conduct Risk Assessments

Risk assessments shall be conducted:

- Before starting new activities or projects
- When changing work methods, equipment or substances
- After incidents or near-misses reveal new hazards
- When organizational changes occur
- At least annually for routine operations

4.4 Participation

Employees who perform the work shall participate in risk assessments. The Safety Representative shall be involved in all risk assessments.

4.5 Documentation

All risk assessments shall be documented using the company's standard template and stored in BUSkvalitet. Significant risks and control measures shall be communicated to all affected employees.

5. EMERGENCY PREPAREDNESS AND RESPONSE

5.1 Emergency Plan

DAP Solution AS has established emergency plans for potential emergency situations including:

- Fire
- Serious injury or acute illness
- Chemical spills or exposure
- Natural disasters
- Threats or violence
- Power failures

5.2 Emergency Organization

See: *Appendix D: Emergency Contact List*

5.3 Evacuation Procedures

In case of evacuation:

- Stay calm and alert others
- Follow marked evacuation routes
- Assist people needing help
- Do not use elevators
- Gather at designated assembly point
- Do not re-enter until authorized

Evacuation routes and assembly points are posted throughout the facility.

5.4 Fire Safety

- Fire extinguishers and equipment locations are marked
- Fire alarms shall be tested [frequency]
- Evacuation drills shall be conducted [frequency]
- All employees receive fire safety training
- Keep evacuation routes always clear

5.5 First Aid

In case of serious injury or illness:

- Call emergency services (112/113)
- Alert designated first aider
- Provide first aid if qualified
- Report to supervisor/HSE Coordinator

5.6 Emergency Drills

Emergency drills shall be conducted at least [frequency] to ensure preparedness. Participation is mandatory. Drills are evaluated and used to improve emergency plans.

6. ACCIDENT AND INCIDENT REPORTING

6.1 Definitions

- **Accident:** An unintended event that results in injury, illness or damage
- **Near-miss:** An event that could have resulted in injury/damage but did not

- **Deviation:** Any condition that does not meet HSE requirements
- **Hazardous condition:** A situation that could lead to injury or damage

6.2 Reporting Obligations

All employees must immediately report:

- All accidents resulting in injury
- Near-misses and hazardous situations
- Equipment failures or safety defects
- Spills of hazardous substances
- Any HSE concerns

6.3 Reporting Procedure

- Immediate actions: Secure the area, provide first aid, prevent further harm
- Notify: Inform supervisor and HSE Coordinator immediately
- Document: Complete incident report form within 24 hours
- Investigation: Participate in investigation as requested
- Follow-up: Implement corrective actions

6.4 Incident Report Form

All incidents shall be documented using the company's Incident Report Form, which includes:

- Date, time and location
- Description of what happened
- Persons involved/injured
- Witnesses
- Immediate causes
- Preventive actions taken

Forms are available [location/system].

6.5 Investigation Process

Minor incidents: Investigated by supervisor with HSE Coordinator support

Serious incidents: Investigated by team including:

- HSE Coordinator
- Line manager
- Safety Representative
- Relevant technical expertise

Investigation shall identify:

- Direct causes (what happened)

- Contributing factors (why it happened)
- Root causes (underlying organizational factors)
- Corrective and preventive measures

6.6 External Reporting

Serious accidents and specific incidents shall be reported to the Labour Inspection Authority in accordance with legal requirements. The HSE Coordinator is responsible for external reporting.

6.7 Follow-up and Learning

- All corrective actions shall be tracked to completion
- Incident trends are analyzed quarterly
- Lessons learned are communicated to all employees
- Changes to procedures or training are implemented as needed

6.8 Non-blame Culture

The purpose of incident reporting is learning and prevention, not punishment. Employees who report incidents in good faith will not face disciplinary action.

7. WORKING ENVIRONMENT AND WORKPLACE SAFETY

7.1 General Workplace Requirements

All workplaces shall:

- Be designed for safe execution of work tasks
- Have adequate lighting, ventilation and temperature control
- Be kept clean and orderly
- Have clear traffic routes and emergency exits
- Be suitable for people with disabilities where applicable

7.2 Housekeeping

Good housekeeping is essential for safety:

- Keep work areas clean and organized
- Store materials and equipment properly
- Clean up spills immediately
- Dispose of waste in designated containers
- Do not block access to safety equipment or exits

7.3 Office Safety

Office workers should:

- Maintain proper workstation ergonomics

- Take regular breaks from screen work
- Keep cables and cords organized to prevent tripping
- Report on faulty equipment
- Store heavy items on lower shelves

7.4 Workplace Inspections

Regular workplace inspections are conducted:

- Daily: Informal checks by employees and supervisors
- Weekly: Department-level inspections by supervisor
- Quarterly: Comprehensive inspections by HSE Coordinator and Safety Representative
- Annually: Full facility audit

Inspection findings are documented and followed up.

7.5 Signs and Marking

Safety signs and floor markings shall be:

- Clearly visible and understandable
- Maintained in good condition
- In accordance with standards
- Not removed or obscured

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

8.1 PPE Principles

PPE is the last line of defense and shall only be used when:

- Risks cannot be eliminated or reduced by other means
- Required by regulation or industry standards
- Specified in risk assessments

8.2 Employer Responsibilities

The company shall:

- Provide necessary PPE free of charge
- Ensure PPE is appropriate for the hazards
- Replace damaged or worn PPE
- Provide training in correct use and maintenance
- Monitor PPE use

8.3 Employee Responsibilities

Employees shall:

- Use required PPE correctly and consistently
- Inspect PPE before use
- Report damaged or missing PPE
- Maintain and store PPE properly
- Complete required PPE training

8.4 PPE Requirements by Area

General areas:

- Safety footwear [specify type]
- High-visibility clothing [where required]

Production/warehouse:

- Safety glasses/goggles
- Hearing protection [specify zones]
- Gloves [specify type for tasks]
- Hard hats [if applicable]

Chemical handling:

- Chemical-resistant gloves
- Safety goggles or face shield
- Protective clothing/apron
- Respiratory protection [if required]

8.5 PPE Training

All employees receive training in:

- When and where PPE is required
- How to correctly wear and adjust PPE
- Limitations of PPE
- Maintenance and storage
- Reporting damaged equipment

Training is documented and refreshed periodically.

9. CHEMICAL AND HAZARDOUS SUBSTANCES

9.1 Chemical Management

The company maintains a register of all chemicals and hazardous substances used. Only approved chemicals may be used in the workplace.

9.2 Safety Data Sheets (SDS)

Safety Data Sheets for all chemicals are available [location/system]. Employees shall:

- Review SDS before first use
- Follow handling and storage instructions
- Know emergency procedures
- Use specified PPE

9.3 Labeling

All chemical containers shall be properly labeled with:

- Product name
- Hazard pictograms
- Supplier information
- Date received/opened

Do not use chemicals from unlabeled containers.

9.4 Storage

Chemicals shall be stored:

- In designated areas with proper ventilation
- Separated according to compatibility
- In original or approved containers
- Away from heat sources and ignition
- Secured to prevent unauthorized access

9.5 Handling and Use

When working with chemicals:

- Use in well-ventilated areas
- Wear appropriate PPE
- Avoid skin contact and inhalation
- Do not eat, drink or smoke in chemical areas
- Wash hands thoroughly after handling

9.6 Spill Response

Minor spills:

- Contain the spill
- Use spill kit materials to absorb/neutralize
- Dispose of waste properly

- Report to supervisor

Major spills:

- Evacuate the area
- Alert emergency response team
- Call emergency services if needed
- Following emergency plan

Spill kits are located at [locations].

10. FIRE SAFETY AND EVACUATION

10.1 Fire Prevention

To prevent fires:

- No smoking except in designated areas
- Keep combustible materials away from heat sources
- Do not overload electrical outlets
- Store flammable materials in approved cabinets
- Report electrical faults immediately
- Keep fire doors closed
- Do not block fire equipment

10.2 Fire Detection and Alarm

The facility is equipped with:

- Automatic fire detection system
- Manual alarm call points
- Emergency lighting

If you discover fire:

- Activate nearest fire alarm
- Alert people in immediate area
- Call 110 (fire brigade)
- Attempt to extinguish only if safe and trained
- Evacuate if fire cannot be controlled

10.3 Fire Fighting Equipment

Fire extinguishers are located [locations/as marked]. Use only if:

- You are trained
- The fire is small and contained
- You have a clear escape route
- The correct extinguisher type is available

Extinguisher types:

- **Red (water):** Paper, wood, textiles
- **Blue (powder):** Most fires, not recommended for enclosed spaces
- **Black (CO2):** Electrical fires
- **Cream (foam):** Liquid fires

10.4 Evacuation Routes

- Evacuation routes are marked with green signs
- Know at least two evacuation routes from your work area
- Keep routes clear and unobstructed
- Emergency exits must never be locked during working hours

10.5 Assembly Points

Designated assembly points are as defined by the Client. After evacuation:

- Proceed directly to assembly point
- Report to designated person for roll call
- Account for visitors or contractors
- Remain at assembly point until authorized to leave
- Do not re-enter building until cleared by emergency services/management

10.6 Fire Drills

Emergency drills and exercises shall be conducted in accordance with the Client's established plans and requirements.

11. ELECTRICAL SAFETY

11.1 General Requirements

- Only qualified electricians may perform electrical installations or repairs
- All electrical equipment shall be properly grounded
- Equipment shall bear CE marking or equivalent certification
- Damaged cords, plugs or equipment shall be taken out of service immediately

11.2 Employee Responsibilities

- Inspect electrical equipment before use
- Do not use faulty equipment

- Keep electrical equipment away from water
- Do not overload circuits
- Unplug equipment when not in use
- Report defects immediately

11.3 Extension Cords

- Use only for temporary purposes
- Ensure adequate capacity for the load
- Do not run under carpets or through doorways
- Inspect regularly for damage
- Do not daisy-chain multiple cords

11.4 Working on Electrical Systems

Only authorized and qualified personnel may work on electrical systems. Work on live electrical systems is prohibited unless:

- Absolutely necessary and justified
- Approved by management
- Performed by qualified electrician
- Proper safety procedures are followed

11.5 Lockout/Tagout

Equipment being serviced shall be:

- Disconnected from power source
- Locked out to prevent re-energization
- Tagged with name, date and reason
- Tested to verify de-energization

Only the person who applied the lock may remove it.

12. MACHINERY AND EQUIPMENT SAFETY

12.1 Machine Guarding

All machinery shall have:

- Proper guards on moving parts
- Emergency stop buttons within easy reach
- Warning signs for specific hazards
- Operating instructions posted or readily available

Never remove or bypass safety guards.

12.2 Before Operating Equipment

- Complete required training and authorization
- Read operating instructions
- Inspect equipment for defects
- Ensure guards and safety devices are in place
- Wear required PPE
- Ensure adequate workspace

12.3 During Operation

- Stay alert and focused
- Keep hands and clothing away from moving parts
- Do not clean or adjust while running
- Report unusual noises or performance
- Never leave running equipment unattended

12.4 Maintenance

- Follow manufacturer's maintenance schedule
- Only qualified personnel may perform maintenance
- Lockout/tagout procedures must be followed
- Document all maintenance activities
- Replace worn or damaged parts with approved replacements

12.5 Defective Equipment

Equipment found to be defective shall:

- Be taken out of service immediately
- Be clearly marked as defective
- Be reported to supervisor
- Not be used until repaired and approved

13. MANUAL HANDLING AND ERGONOMICS

13.1 Principles of Manual Handling

Manual handling injuries are preventable through:

- Eliminating manual handling where possible (mechanization)
- Using mechanical aids (trolleys, lifts, etc.)
- Reducing load weights
- Improving workplace layout
- Training in proper techniques

13.2 Lifting Technique

When manual lifting is necessary:

- Plan the lift - check weight, route, and destination
- Stand close to the load with feet shoulder-width apart
- Bend knees, keep back straight
- Get a firm grip
- Lift using leg muscles, not back
- Keep load close to body
- Avoid twisting - turn with your feet

13.3 Weight Limits

Recommended maximum weights for manual handling:

- **25 kg:** General maximum for frequent lifting
- **10-15 kg:** When lifting above shoulder height or below knee height
- **Reduced limits** for repetitive tasks or awkward positions

Get help or use mechanical aids for heavier loads or difficult handling situations.

13.4 Workstation Ergonomics

Computer workstations:

- Monitor at arm's length, top at eye level
- Chair adjusted so feet flat on floor
- Forearms horizontal when typing
- Lower back supported
- Adequate lighting without glare

Standing workstations:

- Work surface at elbow height
- Anti-fatigue mats where appropriate
- Ability to alternate sitting/standing
- Items within comfortable reach

13.5 Repetitive Work

For repetitive tasks:

- Vary tasks throughout the day
- Take regular microbreaks
- Perform stretching exercises

- Report discomfort early
- Request ergonomic assessment if needed

Employees experiencing musculoskeletal discomfort should report to supervisor or occupational health service.

14. WORK AT HEIGHT

14.1 General Principles

Work at height shall be:

- Avoided if possible through alternative methods
- Properly planned and supervised
- Performed by trained and authorized personnel
- Done with appropriate equipment and fall protection

Work at height is defined as work where a person could fall and sustain injury (typically above 2 meters).

14.2 Fall Prevention

Fall prevention hierarchy:

- Eliminate: Avoid work at height
- Guard: Install permanent guardrails
- Restrain: Use fall restraint systems
- Arrest: Use fall arrest systems
- Mitigate: Use safety nets or cushioned surfaces

14.3 Ladders and Stepladders

Ladders may only be used for:

- Short duration work
- Light work
- Access where other methods are impractical

Safe ladder use:

- Inspect before each use
- Set up on firm, level surface
- Angle at 1:4 ratio (1 meter out for every 4 meters up)
- Extend at least 1 meter above landing

- Maintain three points of contact
- Never stand on top two rungs
- Do not overreach

14.4 Mobile Elevating Work Platforms (MEWPs)

MEWPs shall only be operated by:

- Trained and certified operators
- Following manufacturer's instructions
- With appropriate fall protection
- On suitable ground conditions
- With proper planning and risk assessment

14.5 Scaffolding

Scaffolds shall:

- Be erected by competent persons
- Be inspected before first use and regularly thereafter
- Have proper guardrails and toe boards
- Be tagged to indicate status
- Not be modified without authorization

Do not use scaffolds tagged as incomplete or unsafe.

14.6 Fall Protection Equipment

When fall arrest systems are required:

- Use only certified equipment
- Ensure proper anchorage points
- Wear full-body harness correctly
- Inspect equipment before each use
- Ensure rescue plan is in place

Training in fall protection is mandatory before use.

15. NOISE AND VIBRATION

15.1 Noise Exposure

Excessive noise can cause permanent hearing damage. The company assesses noise levels in all work areas.

Action levels:

- **80 dB:** Hearing protection made available
- **85 dB:** Hearing protection mandatory, noise areas marked
- **87 dB:** Maximum permissible exposure (with protection)

15.2 Noise Control

Noise is controlled through:

- Equipment selection (low-noise tools)
- Engineering controls (enclosures, barriers)
- Administrative controls (rotation, scheduling)
- Hearing protection (last resort)

15.3 Hearing Protection

In designated noise areas:

- Hearing protection is mandatory
- Choose appropriate type (earplugs or muffs)
- Ensure proper fit
- Wear consistently when in noise area
- Replace worn or damaged protection

15.4 Vibration

Prolonged exposure to vibration can cause:

- Hand-arm vibration syndrome (HAVS)
- Whole-body vibration injuries

Control measures:

- Use anti-vibration tools and gloves
- Limit exposure duration
- Take regular breaks
- Maintain tools properly
- Report symptoms early (tingling, numbness, pain)

16. INDOOR CLIMATE AND VENTILATION

The workplace shall maintain comfortable temperatures, adequate ventilation, appropriate humidity (30-60%), and proper lighting levels based on task requirements.

17. PSYCHOSOCIAL WORKING ENVIRONMENT

DAP Solution AS is committed to preventing work-related stress through reasonable workloads, clear roles, respectful relationships, and zero tolerance for harassment. Employees can access support through managers, HR, occupational health services, or Safety Representatives.

18. OCCUPATIONAL HEALTH SERVICES

The company engages occupational health services for prevention, health surveillance, workplace adaptation, and return-to-work support. All health information is treated confidentially.

19. SYSTEMATIC HEALTH, SAFETY AND ENVIRONMENT WORK (INTERNAL CONTROL)

The HSE management system includes risk assessments, procedures, monitoring, and continuous improvement in accordance with Internal Control Regulations. HSE is integrated into all planning and operations.

20. TRAINING AND COMPETENCE

All employees receive HSE induction, job-specific training, and refresher training as needed. Training is documented and competence is verified before performing tasks.

21. INSPECTIONS, AUDITS AND CONTINUOUS IMPROVEMENT

Regular inspections and audits assess compliance. Findings lead to corrective actions. Continuous improvement is driven by incident analysis, employee suggestions, and management review.

22. REFERENCES AND APPENDICES

22.1 Legal References

- Working Environment Act (Arbeidsmiljøloven)
- Internal Control Regulations (Internkontrollforskriften)
- [Other relevant regulations specific to your industry]

22.2 Related Documents

- Employee Handbook
- Emergency Response Plan
- Chemical Register and Safety Data Sheets
- Risk Assessment Templates

- Incident Report Forms
- Inspection Checklists

22.3 External Resources

- **Norwegian Labour Inspection Authority (Arbeidstilsynet):** www.arbeidstilsynet.no
- **Occupational Health Service:** [contact information]

Emergency Numbers:

- **Police:** 112
- **Medical emergency:** 113
- **Fire:** 110

22.4 Document Information

- **Version:** 1.0
- **Approved by:** [Name, Position]
- **Approval date:** [Date]
- **Next review date:** March, 31 2027
- **Distribution:** All employees
- **Maintained by:** QHSE Coordinator

22.5 References

- Risk Assessment Template
- Incident Report Form
- Workplace Inspection Checklist
- Emergency Contact List
- PPE Requirements Matrix
- Training Matrix

END OF HSE HANDBOOK