HSE -PLAN

Plan for health, safety and the environment in the exhibition area

(may be subject to change)

ONS 2016
EXHIBITION
CONFERENCE
FESTIVAL
29 AUG – 1 SEPT
STAVANGER – NORWAY

Rev: 050716	
Assignment:	ONS 2016
Subject:	Health, safety and the environment
Report:	HSE plan for the exhibition area

Summary

HSE work in the exhibition area will be planned, organised and checked pursuant to the Norwegian Working Environment Act and the intentions and requirements of the Norwegian regulations concerning safety, health and the working environment on construction sites (the construction client regulations – Byggherreforskriften). Relevant parts of The guidelines for safety at major events issued by the Norwegian Directorate for Civil Protection and Emergency Planning (DSB) will also be advised.

The construction client regulations apply to temporary or mobile sites where construction work is carried on. They are directed at construction clients, project managers and employers. The regulations also apply to enterprises which do not employ workers.

The HSE plan specifies how the working environment is to be safeguarded in all phases of the project. It builds otherwise on European Union council directive 92/57/EEC, which has legal force pursuant to the Norwegian Working Environment Act.

Short introduction in English regarding the Working Environment act (other languages also available)

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Appendices to the HSE plan

1. Assembly and disassembly
2. Action plan for serious accidents
3. HSE declaration for principal enterprise (exhibitor)
4. Form for personal safety instruction (PSI)
5. Form for nonconformity/undesirable incident report (RUH)
6. Form for safe job analysis (SJA)

1 About the HSE plan

HSE work in the exhibition area will be planned, organised and checked pursuant to the Norwegian Working Environment Act and the intentions and requirements of the Norwegian regulations concerning safety, health and the working environment on construction sites (the construction client regulations – Byggherreforskriften).

The HSE plan covers assembly, execution and disassembly of the exhibition as well as relations with exhibitors and subcontractors.

2 Vision for HSE work

The ONS Foundation has established the following objectives for HSE work, which are also binding on Stavanger Forum.

- ONS will be the best organiser in Norway for health, safety and the environment.
- This goal applies to the foundation as well as to contractors and suppliers.
- HSE will be a fixed item on the agenda at board meetings.
- The proportion of waste sorted will be increased by enhancing the commitment to such sorting in the halls.

3 HSE objectives for ONS 2016

Health	
0	Fatality, serious injuries
0	Medical treatment
0	First-aid injuries
Safety	
0	Exclusions owing to HSE-related incidents
Working environment	
0	Incidents involving social dumping
Natural environment	
96%	Waste sorting

4 Project organisation for HSE

The project organisation can be found on the ONS website at www.ons.no . The project organisation for HSE is described below.

Role	Company	Name	Phone number
Project manager	Stavanger Forum AS	Rune Haldammen	+47 977 577 61
Planning and Execution coordinator	Hubroo AS		
Safety delegate, principal undertaking	Stavanger Forum AS		

Instructions will be drawn up for the planning and execution coordinators and for the chief safety delegate.

5 Reporting lines/responsibilities and reporting routines

5.1 Each stand is its own construction client

As organiser of the ONS 2016 exhibition, the ONS Foundation has engaged Stavanger Forum AS to act as its technical organiser and thus the principal undertaking. This job involves ensuring that any construction work is executed in accordance with The Norwegian Working environment Act, and that health, safety and environmental considerations are taken into account at the site.

Based on earlier experience, the risk and vulnerability analysis for 2014 and the project's complexity, the organiser has chosen to prepare an overall HSE plan that will apply to everyone who is to carry out construction work in the project.

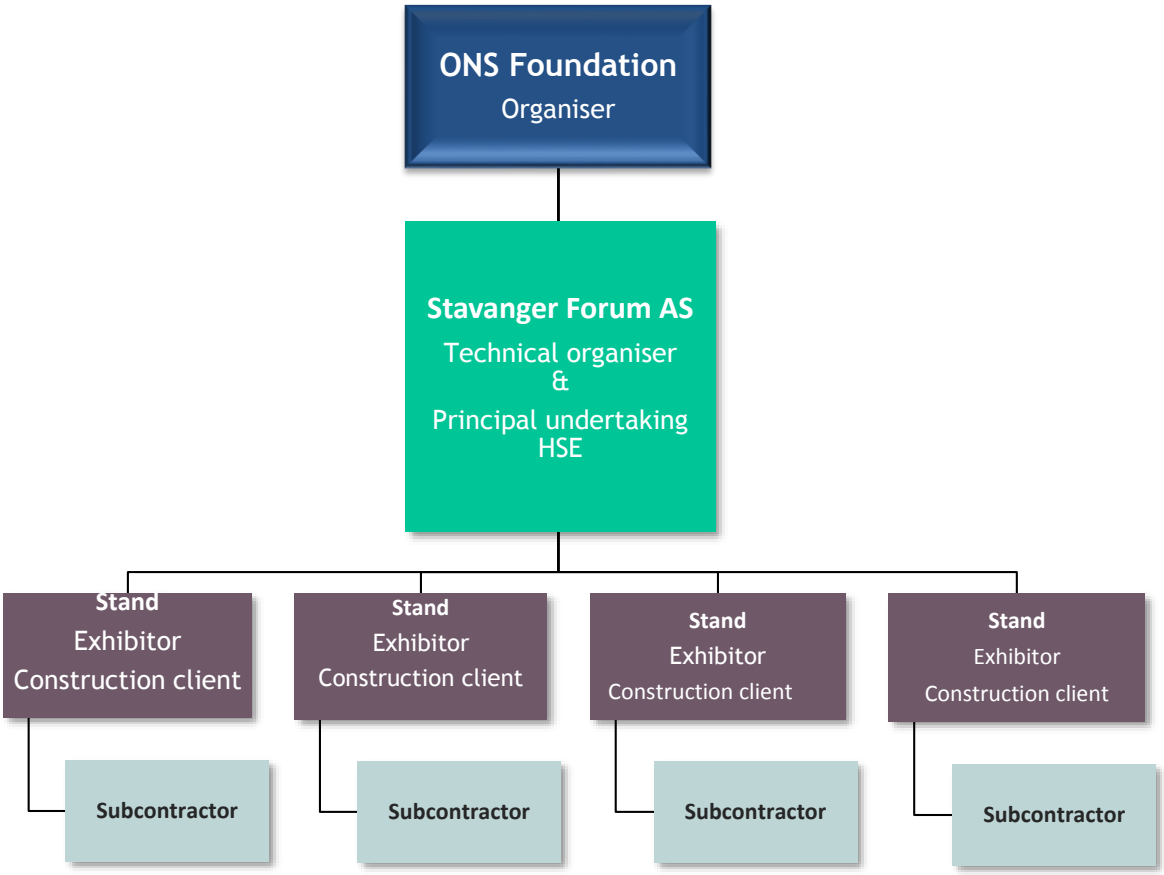


Figure 1. Model for reporting lines.

5.3 Reporting routines

5.3.1 Documentation requirements for contractor and exhibitor

An **HSE declaration** with associated appendices must be completed in full by the person responsible for the stand contract and submitted to the HSE coordinator at Stavanger Forum no later than 1 June 2016. It must be possible to document each section in the declaration if requested. (See appendix 3.)

5.3.2 Safety tours/inspections

The HSE inspectors will carry out regular checks, including safety inspections, as and when required during the assembly period.

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

- safety delegate for construction client
- safety delegates for contractors present on the site
- safety delegates for exhibitors and sub-contractors.

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

Identified conditions not rectified on the spot will be noted in the tour report.

5.3.3 Nonconformities/undesirable incident reports (RUH)

Should undesirable incidents occur, they must be reported. All incident reports (RUHs) are processed and followed up with corrective measures.

Nonconformities caused by 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 http://www.forumruh.no/and clicking on “send RUH”. Photographs or videos can also be submitted in this way to visualise the incident. The report will be dealt with immediately.

A paper copy of the RUH can be obtained on request from the service office at the venue, and can be submitted to the same place.

6 Schedule

The schedule is compiled and will be updated by Stavanger Forum.

Contractors and exhibitors are duty-bound to notify Stavanger Forum if the schedule and/or coordination with other work presents a threat to health, safety or the working environment in the exhibition area.

7 Assembly plans

Separate assembly plans will be prepared for

- assembly/disassembly
- the exhibition.

The plans will be prepared and continuously updated by the Stavanger Forum. Contractors will be assigned assembly space in consultation with the planning coordinator.

The assembly plan provides:

- a diagram showing permanent and temporary buildings, including neighbouring buildings or structures affected by the work
- temporary cordons
- access for drivers and pedestrians
- parking
- access through gates/doors
- areas assigned for storage, transport, temporary buildings and waste containers
- connection points for water, electricity and compressed air
- protected elements, such as trees
- signs (escape routes, fire-hydrant pits)
- cable routes
- priority access for emergency services
- location of fire-fighting and first-aid equipment, HSE stations
- assembly point for evacuation/incidents
- the service office

8 Entry requirements and regulations in the exhibition area

8.1 Service desks

A general presentation of the exhibition site can be found on the ONS website at http://www.ons.no

Stavanger Forum will also establish service desks which:

- 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
- provide practical information and assistance for exhibitors and subcontractors.

8.2 Access and parking

- Access to the exhibition area and parking facilities are shown in the assembly plan.
- Driving into the exhibition area and parking there will be strictly regulated in all phases.
- All vehicles entering/parking in the exhibition area require a disp from Stavanger Forum and/or written permission from security personnel/gate guards provided by the security contractor.
- The multi-storey car parks (P-Forum and P-Siddis) are available and can be used both in the assembly/disassembly phases and during the exhibition period.
- Lorries will be assigned a parking space by the logistics contractor and 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 exclusion of the driver from the event.

8.3 Entry and locking

- All new personnel and visitors must report to the service and 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 badge for the site will be issued.
- Security will be established and implemented by the security contractor. Entry checks will be conducted in every phase for the area and the halls, and locking in every phase of the project.
- Security checks will be conducted as required with people, vehicles and baggage. The area subject to security checks will be signposted. Security checks of people will be conducted in a screened area. The security contractor will conduct the security checks, which will be documented.
- The schedule defines opening hours and access to the exhibition area for the various categories of people.
- Unaccompanied working is permitted in the assembly/disassembly periods as long as it comprises simple assembly/disassembly tasks without the use of electric/motor-powered tools/aids, performed at ground level below a height of two metres.

8.4 Special requirements for foreign workers

In connection with ONS 2016, Norway's Central Office for Foreign Tax Affairs (SFU) has provided the following information concerning reporting obligations pursuant to section 5-6 of the Norwegian Tax Assessment Act for exhibitors who use their own foreign employees or other foreign labour to build an exhibition stand.

1. Reporting to the SFU

1.1 Assignments awarded to foreign stand builders

All assignments and possible sub-assignments given to foreign contractors must be reported to the SFU, providing the assignment is carried out:

- at a construction or engineering site in Norway, or
- at a site which is under the control of a client in Norway.

This means that the reporting obligation will apply to assembly and disassembly of exhibition stands if this work is done by foreign contractors.

Where ONS 2016 is concerned, the SFU will accept simplified reporting of the assignment and the employees used for assembly/disassembly of stands. Such simplified reporting requires that the following information on client, contractor and employees is submitted to the SFU in a spreadsheet:

- name of client (stand owner)
- name of contractor (foreign company which has been given an assignment in connection with building/assembling the stand)
- contractor's address outside Norway
- contractor's foreign registration number
- number of employees to be used in building/assembling the stand at ONS 2016.

The spreadsheet must be submitted by e-mail to kari.sylte@skatteetaten.no with "stand building at ONS 2016" in the subject line.

Note that no reporting is required for assignments with an agreed value of less than NOK 10 000.

If the SFU requires further information about the contractor or employees, SFU will contact the submitter.

See otherwise www.taxnorway.no for further guidance.

The SFU can be contacted by e-mail at sfu@skatteetaten.no.

Please enter "ONS 2016" in the subject line.

8.5 Catering facilities and offices

Stavanger Forum will make locker rooms with washbasins and toilets available to all contractors and exhibitors in the existing halls. Toilets will be available during every phase of the project. Temporary toilets will be established as required.

A canteen will be established during the assembly/disassembly periods.

8.6 Storage

Storage is handled by the logistic contractor, EFI Logistics. Other contractors can also maintain stores in their own temporary buildings or containers with the consent of Stavanger Forum in every case.

Good order and tidiness must be maintained throughout the project period and during all phases of the project. Everyone is required to comply with the storage guidelines and to clear up after their own work.

Items must be stored in the designated areas shown in the assembly plan. Nothing must be stored anywhere else without special agreement.

All storage must take place in a safe and acceptable manner, and be protected against wind and weather.

Contractors are themselves responsible for safeguarding their property against damage, theft and the like, and in such a manner that it cannot injure others or interfere in any other way with work in the area.

8.7 Electricity supply, water and drainage

The existing electricity and water supply in the halls will be used.

Cables will be laid under the roof or in specified tracks. Where this is not possible, they must be clearly identified. Cables which cross aisles must be covered with acceptable walkways. Fire hydrants/hydrant pits are marked on the assembly plan.

8.8 Waste collection

All stands must sort their own waste.

Assembly

Our renovation partner will establish staffed waste collection points. The following waste components will be collected from stands at designated times in the various halls: **cardboard/paper, plastic and residual waste.**

Stand builders can themselves fetch waste containers as required from the waste collection point for their hall. These containers can be used for up to two hours. Contact a member of the environmental staff for registration.

Waste wood must be delivered to the designated point. Contact a member of the environmental staff.

Hazardous waste must be delivered to the waste collection point. Contact the environmental staff when a delivery needs to be made.

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.

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.

Steps **must** be taken to prevent dust 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 preparing/serving food on their stands must ensure that they have dedicated containers for associated waste and empty them at the nearest collection point labelled M2 for food waste.

Disassembly

Environmental staff will fetch waste during disassembly in containers they bring with them. 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.

Final departure from the stand after disassembly may not take place without the approval of a member of the environmental staff or security guard.

Any possible clearing-up work will be invoiced after the exhibition.

8.9 Communication

A local radio network will be established for internal communication between the organising entities in the exhibition area. This will operate during assembly/disassembly and the exhibition.

Users of the network will be given training in its operation ahead of the project. The network must be used exclusively for information relevant to the event and to safety.

8.10 First-aid equipment

First-aid equipment is available at the service office and in the exhibition halls during all phases. Health personnel will establish a first-aid station at the venue.

Defibrillators are available at the service office and in the Stavanger Forum reception area, at the first-aid station and at the security contractor's security office. This applies during assembly/disassembly and the exhibition.

8.11 Fire extinguishers

Stavanger Forum will ensure that extinguishers are available in accordance with the assembly plan and the fire documentation for ONS 2016.

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). Emergency fire response arrangements have been established, and theoretical and practical fire-fighting exercises may be held.

8.12 Escape routes and access for emergency services

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

Indoor escape routes are described in the fire documentation for ONS 2016. Escape routes will be signposted and supervised by Stavanger Forum as described in the fire documentation. A plan showing escape routes will be hung at the entrance of all permanent and temporary halls.

Access routes with a minimum width of four metres must be kept open for emergency response vehicles.

8.13 Securing work areas and areas open to the public

Each contractor and exhibitor 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 secured against such drops or cordoned off.

All levels above a drop of more than 0.5 metres must be protected by railings – bottom rail, knee rail and hand rail, at least one meter 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 notify the HSE coordinator and submit an undesirable incident report (RUH).

Should safety installations have to be temporarily removed because of a work operation, they must be restored before leaving the workplace. A safe job analysis is mandatory.

8.14 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.

Documentation on safety training pursuant to chapter 10 of the Norwegian regulations on organisation, management and participation – in Norwegian only – must be producible on demand.

8.15 Alcohol and narcotics

No alcohol may be consumed in the exhibition area during the assembly or disassembly periods. Use of narcotic substances or medications – including those available on prescription consumed by somebody other than the person they have been prescribed for – is prohibited throughout the period. Should such misuse 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. A special application must be made for permission to serve alcohol on a stand during the execution phase. Alcohol may only be consumed in designated areas during the exhibition.

8.16 Personal protective equipment (PPE)

See chapter 15 of Norway's regulations for organisation, management and participation – in Norwegian only.

High-visibility clothing and protective footwear must always be worn in the exhibition area outside the exhibition's opening hours.

The exception is the day before opening and the opening day between 07.00 and 09.00, when people can assess for themselves – and at their own risk – whether protective footwear is required. However, the use of such footwear is also recommended during these hours. See updated assembly plans for further information.

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 changes to working methods or processes.

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, but recommended at any time. See rules and guidelines.
Work in areas with a risk of dropped objects.	Hard hat mandatory.
Noisy work with a normalised equivalent in excess of 85 dB(A).	Ear protectors, area signposted as a noisy zone. Mandatory.

Work with chemicals.	Respirator, skin protection, gloves and eye protection as specified by the safety data sheet. Mandatory.
Work posing a risk of eye injury, such as cutting, sawing or grinding.	Eye protection or a visor. Mandatory.

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

9 Regulations for health, safety and the environment

9.1 Health

9.1.1 Hearing damage

Hearing is important for social contact and communication between people. Damage to hearing cannot be reversed, only prevented.

- Work in a way that avoids unnecessary noise.
- Insulate sources of noise.
- Use low-noise methods wherever possible.
- Ensure that people who will affected by noisy work are forewarned.
- Wear ear protectors at all times in noisy areas.

9.1.2 Air pollution and damage to health

Primary sources of air pollution include welding, grinding of filled/painted surfaces, cutting/sawing of timber, and exhaust fumes from mobile lifts or forklift trucks. Particles or fumes may be toxic if breathed in, or cause other damage to the lungs, kidneys, liver or nervous system. If these substances cannot be eliminated, respiratory protection must be worn.

- Welding must be carried out as far as possible in the open air.
- Suitable protective equipment must be worn and fire guards deployed during welding.
- All equipment used for cutting, grinding and sawing wood and steel must be fitted with suitable suction devices which incorporate a collection system.
- Special care must be taken when using diesel-driven personnel lifts or similar machinery which give off fumes inside temporary/permanent halls to ensure that they do not cause unnecessary inconvenience to other people.
- Smoking is forbidden inside temporary/permanent halls.
- Avoid sweeping with broom. Efforts should be made to maximise the use of vacuum cleaners or similar devices.

9.1.3 Eye injuries

A number of work operations pose the risk of damaging the eyes. Always use the correct eye protection to avoid injury. That applies particularly to welding, sawing and cutting.

- Screen the workplace as well as possible.
- A visor with an approved lens of appropriate consistency must be used during welding.
- Protective goggles with close-fitting eyepieces and splinter-proof glass must be used when sanding/grinding, cutting and sawing.
- Protective goggles with rubber frames (chemical goggles) or a protective visor in clear plastic must be used when handling corrosive liquids.

- Remember that splashes/particles could also hit people who are not directly involved in the work. Protective goggles should therefore always be worn in areas where work is going on which poses a threat to the eyes.

9.1.4 Ergonomics

Poor ergonomic conditions in the workplace are one of the main sources of occupational ill-health and sickness absence. It is accordingly important that both the workplace and the work itself are tailored and appropriately organised to ensure that workers are not exposed to undesirable strain. Strain injuries can be avoided by facilitating such measures as:

- collaboration between workers
- freedom of action
- rotation between different jobs
- appropriate lifting techniques
- using aids wherever possible
- good work positions and motions.

Prevention is easier than repairing damage which has already occurred.

9.2 The environment

9.2.1 Pollution and emissions

Strict standards are set for levels of dust and noise. You must accordingly consider whether your work could be a source of annoyance to Stavanger Forum's immediate neighbours.

Noise in the area must not exceed the following limits, measured as the A-weighted equivalent (mean) value at the nearest residence.

Weekdays 07.00-19.00	Evenings 19.00-23.00 Sundays and public holidays 07.00-19.00	Night 23.00-07.00
55 dBA	55 dBA	45 dBA

9.2.2 Oil and chemicals

Preventing leaks of oil and chemicals to water, soil or the drainage system is important. Oil and diesel oil tanks must be fitted with a drip tray. Containers must be kept closed and be positioned away from drains.

All products used in the exhibition area must have an approved Norwegian declaration of conformity and be approved for use in Norway.

Absorbent materials are available in the Stavanger Forum workshop/stockroom and from the logistics contractor.

9.2.3 Consumption of energy and resources

Avoid unnecessary use of energy, water and other resources.

Remember to turn off machinery, computers and lights when they are not in use, and when you are the last person to leave the exhibition area.

Selecting HSE-friendly products and making the maximum use of materials and consumables are important.

9.2.4 Work responsibly – protect the environment

- Protect the environment, think of posterity.
- Avoid wasting and spilling oil, gas and electricity.
- Make no more noise than necessary.
- Reduce waste – sort for recycling.
- Hazardous waste must be labelled and delivered to a designated reception point. A declaration form can be obtained from Westco Miljø.

9.3 Safety

9.3.1 General

Experience from previous events and assessments made on the basis of risk and vulnerability analyses identify risk areas which require close attention. These call for particular care by all players and additional measures to manage and reduce this risk. Everyone who will be carrying out work related to ONS 2016 is expected to be familiar with the HSE risk associated with their activity/work process, and to have assessed and documented this in writing.

9.3.2 Training requirements

Contractors and exhibitors are responsible for ensuring that employees and possible volunteers have received the necessary training for the work to be done, so that everyone participates actively in safety work in the exhibition area.
Work equipment which requires documented safety training can only be used by people who have received such training. Training documentation is kept by the contractor in the exhibition area or submitted to Stavanger Forum's service office for ONS 2016.

9.3.3 Work on fixed and roller scaffolding

Exhibitors and their sub-contractors are themselves responsible for ensuring that all scaffolding meets the statutory requirements at all times. See the technical requirements specified in the Norwegian regulations on the conduct of work – in Norwegian only.
Exhibitors and their subcontractors are responsible for ensuring that work above ground can be carried out in a safe and ergonomically acceptable manner.
Safety precautions such as railings must be given higher priority than personal safety measures such as a harness.

- Only certified scaffolders may build, approve, modify and dismantle scaffolding. Certificates/training must be documentable on request.
- Erected and approved scaffolding must be inspected at least once every 14 days and immediately after occurrences which could have affected its stability and strength.
- Scaffolding more than two metres high must always be secured with railings (comprising bottom, knee and hand rails). If particular hazards are posed by a person or object falling from the scaffolding platform, the scaffolding or its access must also have railings even at lower heights.
- Users of scaffolding are personally responsible for ensuring that it is not subjected to a load higher than its approved rating, as specified on the certificate/tag.
- When erecting, dismantling or changing scaffolding, the surrounding area must always be cordoned off.
- Incidents which may have damaged or deformed scaffolding materials must be reported immediately to the nearest supervisor or safety delegate, or to the HSE coordinator.
- People must not remain on roller scaffolding while this is being moved, and loose objects must be removed or secured against dropping. See sections 17-19 of the Norwegian regulations on the conduct of work – in Norwegian only.

- Roller scaffolding must only be used on solid, level and horizontal surfaces, and plumbed after each move. See sections 17-19 of the Norwegian regulations on the conduct of work – in Norwegian only.
- Roller scaffolding must be labelled in a visible position with a permit for its use issued by an approved inspector.

9.3.4 Work on ladders/stepladders

- As a general rule, working on ladders should be avoided.
- If a ladder is to be used as a work platform, this must be justified in a risk assessment. Use of a ladder can be accepted when the work represents little risk and is of short duration, or when this is the only and safest work equipment available. See sections 17-31 of the Norwegian regulations on the conduct of work – in Norwegian only.
- Ladders/stepladders with rungs higher than two metres are prohibited in the area.
- Ladders must be secured as far as possible at their top against slipping or toppling sideways or backwards. See sections 17-32 of the Norwegian regulations on the conduct of work – in Norwegian only.
- Ladders taller than four metres are prohibited in the area.

9.3.5 Risk of falling, dropped objects and suspended objects

- Tools and other loose objects must not be left in a chance position. They must be secured where a danger exists that they could drop and cause personal injury and/or material damage.
- All loose objects must be secured during difficult weather conditions.
- When working at a height above two metres with the risk of people/objects falling, the area underneath must be cordoned off. See section 17 in the Norwegian regulations on scaffolding, ladders and work on roofs, etc – in Norwegian only.
- Work in a safety harness can be permitted in exceptional circumstances, subject to a safe job analysis, where it would be unreasonably difficult to maintain other safety precautions.
- All suspension of objects from the ceiling must be approved by Stavanger Forum and can only be carried out by Stavanger Forum's own contractor for such work.
- Studio and stage rigs are subject to expert inspection, and must accordingly display their permit in a visible position. Documentation in the form of certificates for shackles, wires and hangers must be available at the work site for presentation on request.
- A safety factor of 8 is required for all wires and hangers for stage rigs and hanging installations.

9.3.6 Equipment for lifting loads and personnel lifts (vehicles in motion)

- Equipment for lifting loads must be clearly labelled with their heaviest working load and how the equipment is to be used in a safe manner. Furthermore, all equipment must be clearly labelled with the date of its last inspection by a qualified inspector/agency. Equipment not approved for lifting people must be clearly marked with a prohibition against personnel lifts. See chapter 18, section 2 of the Norwegian regulations on the conduct of work – in Norwegian only.
- Equipment for lifting loads and personnel lifts may only be operated by people with the necessary certificates and approvals.
- Work on the ground is strictly forbidden within a radius of five metres from areas where work is being done at a height (on a lift, on scaffolding or with a crane). Behaving as a good neighbour and maintaining a good dialogue with surrounding stands is important here, particularly on a small stand where the safety zone extends beyond its limits.

- Personnel must use a safety harness when working on a boom lift.

Diesel-driven lifts must be used as little as possible indoors. Should they be required for exceptional reasons, care must be taken to avoid them causing a nuisance to other people in the premises.

Personnel lifts must under no circumstances be used for purposes other than those they are intended for.
Normal Norwegian rules of the road apply in the area. The maximum permitted speed in the area is **15 km/h.**

9.3.7 Hot work

See chapter 5 of the Norwegian regulations on the conduct of work – in Norwegian only.

- Hot work must only be conducted by personnel with a safety certificate. This certificate must be producible on request.
- When hot work is being pursued, the contractor must ensure that fire-extinguishing equipment is readily available at and in reasonable proximity to the work site. All combustible material near the work site must be removed or protected with heat-resistant materials. Fire guards must be posted where a threat exists of heat being transferred through materials/structures.
- Cutting pipes, conduits and so forth with an angle grinder or the like must be conducted in the open air where the danger of ignition is minimal.
- A safe job analysis (SJA) must be carried out and a copy given to the HSE coordinator.
- Bottled propane must be secured and removed from the work site when not in use, and stored in a locked container.

9.3.8 Installing or removing heavy structures

When installing heavy prefabricated structures, only equipment which conforms with the Norwegian regulations on the conduct of work – in Norwegian only – may be used.

- Where expert inspection is required, the relevant documentation must be kept by the contractor at the exhibition site or submitted to Stavanger Forum's service office for ONS 2016.
- Risk assessments and possible associated safe job analyses (SJAs) must be implemented and a copy delivered to the HSE coordinator before the work begins.
- When necessary, the work area must be cordoned off, while work areas around personnel lifts must incorporate a safety zone with a radius of five metres.
- The safety of passers-by must be protected in the same way as for employees.

9.3.9 Loading, unloading and hoisting materials

- Never walk under a hanging load.
- Hard hats must always be worn during loading/unloading of materials.
- Drivers of cranes, mobile cranes and lorries must hold the necessary certificates and approvals.
- People responsible for directing cranes, etc, must be qualified for the job.
- A safe job analysis must be carried out before transporting people by crane/mobile crane, and identified measures implemented.

9.3.10 Lighting and electrical installations

All electrical work involving voltages above 50V must be carried out by a certified electrician.
Only authorised personnel are permitted to access live kiosks, switchboards, cabinets and the like.

All floodlights/electrical equipment at a height greater than two metres must be secured with a safety chain. Temporary cables/cable racks at a height greater than two metres must be acceptably secured with approved attachment materials.

9.3.11 Use and storage of chemical substances

See chapters 2 and 3 of the Norwegian regulations on the conduct of work – in Norwegian only.

Everyone using chemicals in the area are expected to be familiar with and to have assessed each and every risk to the employee's health and safety associated with using chemicals. It must be possible to document this risk assessment on request. See chapter 7 on risk assessment of the Norwegian regulations on organisation, management and participation – in Norwegian only

- The employer is responsible for providing suitable protective equipment as specified in the safety data sheet for all its employees. See chapter 2 of the Norwegian regulations on the conduct of work – in Norwegian only.
- Chemicals must be stored in a fully acceptable manner so that damage to health, fire, explosion and other accidents are avoided. See chapter 3, section 7 of the Norwegian regulations on the conduct of work – in Norwegian only.
- Unlabelled containers of chemicals will be removed from the exhibition area. See chapter 3 of the Norwegian regulations on the conduct of work – in Norwegian only.
- Contractors and exhibitors must maintain an updated register of toxic substances which are being stored and/or used in the exhibition area.
- A paper copy of the safety data sheet must be submitted to the service office together with information on the contractor/exhibitor's company name and telephone number, where and when the substance will be used, and where it is being stored.

Safety data sheets must be available at the workplace when relevant chemicals are in use.

9.3.12 Work responsibly: take no unnecessary risks – somebody loves you

- Your safety takes priority over work targets/considerations.
- Use the right personal protective equipment.
- Show respect for chemicals, electricity, compressed air and heights.
- Never walk under hanging loads or people working at a height.
- Work on the ground is strictly forbidden within a radius of five metres from work being carried out at a height (on a lift, on scaffolding or with a crane).
- Scaffolding and personnel lifts must be approved and have the appropriate certificate/permit. Ladders must be type-approved and secured against falling. Attention must be paid in all use of ladders to a stable position and good grip.

Stavanger Forum would urge everyone to use personnel lifts/scaffolding rather than ladders.

10 Emergency response plan for fire and accidents

The emergency response plan for responding to serious accidents has been drawn up and will be posted in clearly visible positions in all the halls.

Before the event begins, training in notification routines will be provided for everyone involved in the project. All contractors/exhibitors must read and understand the emergency response plan.

NB! All contractors and exhibitors in the exhibition area are duty-bound to maintain an overview at all times of which personnel – their own and those of any subcontractors – are present in the exhibition area, and to inform the execution coordinator immediately in the event of accidents or other undesirable incidents.

11 Information

When implementing the HSE plan, the execution coordinator will call the contractors to a kick-off meeting with the principal enterprise and the safety delegates.
The execution coordinator will ensure that updated advance notices and action plans are posted at the HSE stations in the halls.
Everyone is duty-bound to inform Stavanger Forum/the execution coordinator about conditions which they believe conflict with this plan, or which should be considered and incorporated.

APPENDICES

1. Assembly and disassembly
2. Action plan for serious accidents
3. HSE declaration for exhibitors
4. Form for personal safety instruction (PSI)
5. Form for undesirable incident report (RUH)
6. Form for safe job analysis (SJA)

APPENDIX 1

ASSEMBLY AND DISASSEMBLY

HSE - PROTECTION GEAR

For your own safety, please note that all personnel on site must use HSE protection wear (visibility vest, ID-badge and protection footwear) during assembly and disassembly.

12 - 14 August: LARGE AND HEAVY EQUIPMENT

Large or heavy equipment must be installed on stands by agreement with the forwarding agent, EFI Logistics. See contact info on this sheet.

ALL HALLS - except 10

Date	Activity	Opening hours
15 - 21 August	Stands involving substantial construction may be occupied with special permission from the organiser.	07.00 - 19.00
22 - 26 August	Assembly period.	07.00 - 23.00
27 August	All construction work must be completed and all empty packaging ready for removal at 18.00. No lorries admitted to the area after this date/time.	07.00 - 22.00
28 August	Only equipment carried by hand can be brought into the area. Protection footwear and visibility vest recommended.	16.00 - 19.00 The area is closed from 19.00. This will be enforced without exceptions.
1 September	No disassembly before 15.30! No use of trolleys/lifts/trucks before 16.00! No use of cars/vans/trucks before 17.00!	15.30 - 22.00
1 - 5 September	Disassembly period. Disassembly must be completed by Monday 5 September at 22.00.	07.00 - 22.00

HALL 10

Date	Activity	Opening hours
23 - 26 August	Assembly period.	07.00 - 23.00
27 August	All construction work must be completed and all empty packaging ready for removal at 18.00. No lorries admitted to the area after this date/time.	07.00 - 22.00
28 August	Only equipment carried by hand can be brought into the area. Protection footwear and visibility vest recommended.	16.00 - 19.00 The area is closed from 19.00. This will be enforced without exceptions.
1 September	No disassembly before 15.30! No use of trolleys/lifts/trucks before 16.00! No use of cars/vans/trucks before 17.00!	15.30 - 22.00
1 - 5 September	Disassembly period. **Hall 10 and hall 10a:** Disassembly must be completed by 4 September at 2200. **Hall 1:** Must be completed by Monday 5 September at 22.00	07.00 - 22.00

OUTDOOR STANDS

Date	Activity	Opening hours
25 - 26 August	Assembly period.	07.00 - 23.00
27 August	All construction work must be completed and all empty packaging ready for removal at 18.00. No lorries will be admitted to the area after this date/time.	07.00 - 22.00
28 August	Only equipment carried by hand can be brought into the area. Protection footwear and visibility vest recommended.	16.00 - 19.00 The area is closed from 19.00. This will be enforced without exceptions.
1 September	No disassembly before 15.30! No use of trolleys/lifts/trucks before 16.00! No use of cars/vans/trucks before 17.00!	15.30 - 22.00
1 - 3 September	Disassembly period. Disassembly must be completed by 3 September at 22.00	07.00 - 22.00

EXHIBITOR ACCESS - EXHIBITION DAYS
Exhibitor badge required!

29 August - 1 September
Opening day, Monday: 07.00 - 18.00
Tuesday and Wednesday: 08.00 - 18.00
Closing day, Thursday: 08.00 - 22.00

The exhibition is open for visitors:
09.30 - 17.30 (15.00 on the last day)

CONTACT INFORMATION

ONS service team
service@ons.no
+47 51 59 81 60

EFI Logistics, forwarding agent
Contact: Colin Huckle, operations director
E-mail: colin.huckle@efilogistics.com or ons@efilogistics.com
Mob: +44 77 68 25 69 76
www.efilogistics.com

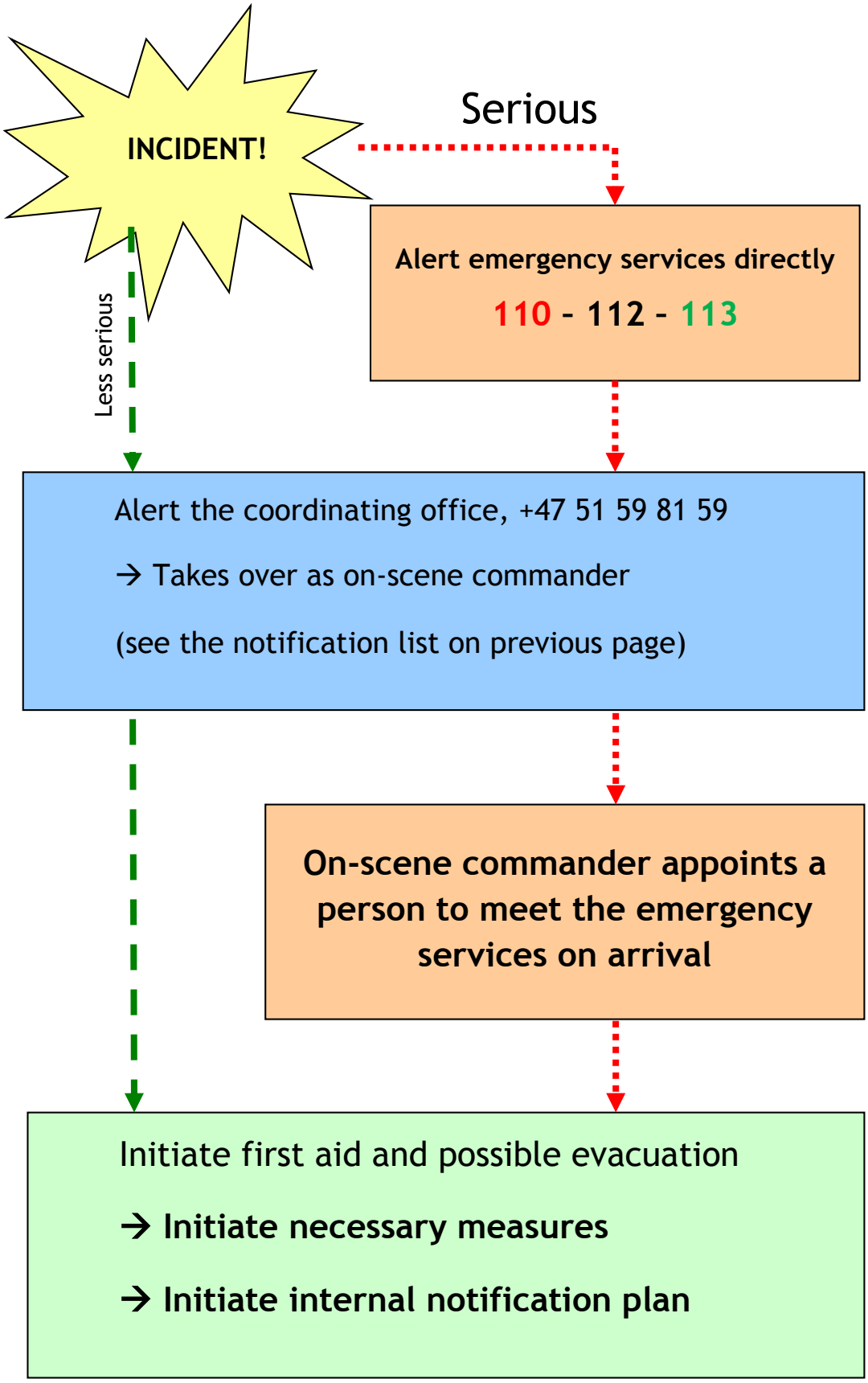
Please be aware that changes may occur. Therefore, we ask that you regularly check the website for updates.

APPENDIX 2

Action plan for SERIOUS ACCIDENTS

IMPORTANT PHONE NUMBERS:		When help is non-urgent
Fire brigade	110	+47 51 50 22 00
Police	112	+47 51 89 90 00 / 02800
Ambulance (AMK)	113	+47 51 51 02 02

Norwegian Labour Inspection Authority	+47 815 48 222
ONS coordinating office	+47 51 59 81 59


INCIDENT!
Serious
Less serious
Alert emergency services directly
110 - 112 - 113
Alert the coordinating office, +47 51 59 81 59
→ Takes over as on-scene commander
(see the notification list on previous page)
On-scene commander appoints a person to meet the emergency services on arrival
Initiate first aid and possible evacuation
→ Initiate necessary measures
→ Initiate internal notification plan

APPENDIX 3

HSE declaration by the construction client (exhibitor)

Stand no

Use the online form here

This declaration must be completed by the principal enterprise for each stand (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 exhibition. To submit this declaration, log into the restricted area for exhibitors with the username and password supplied. These will be sent directly to the contact person for the stand. **A copy of the declaration must be available on the stand**.

Principal enterprise: **Contact (HSE):** **Tel:**

Check off	Yes	No	Comment
We will carry out our work in such a way that ONS 2016 meets its HSE vision and objective.	☐	☐	
We have checked that subcontractors have an operational internal control/HSE system.	☐	☐	NB! This applies to both Norwegian and foreign companies/enterprises
We have procedures to ensure that employment contracts, minimum wages, and residence/work permits are present.	☐	☐	
The overall HSE plan prepared by Stavanger Forum has been made known to, read by and understood by everyone involved with the relevant stand.	☐	☐	The principal enterprise for the stand is responsible for ensuring that everyone has read, understood and accepted the contents of the HSE plan.
Foreign employees on a short-term contract have submitted the relevant form by e-mail to kari.sylte@skatteetaten.no.	☐	☐	The e-mail must specify "Stand building for ONS 2016" in the subject line.
All work related to assembly/disassembly of the stand has been risk-assessed. Risk assessment (assistance form) Action plan – risk assessment	☐	☐	If required by the risk assessment, a safe job analysis (SJA) must be carried out. See appendix 8, form for SJA.
We will do work which can pose special hazards for life and health.	☐	☐	Work instructions and safe job analysis attached.
All undesirable incidents will be reported to Stavanger Forum.	☐	☐	See appendix 5 for the undesirable incident report (RUH) form.
Heat or gas will be used in connection with assembly/disassembly or during the exhibition.	☐	☐	If yes, contact the HSE coordinator for a permit/application form
Our work processes and choice of materials will be thought through in detail to ensure optimum protection of the environment	☐	☐	

Supplementary information:

The following subcontractors will be used.

Company name	Assignment/service	Contact person	Tel

Documentation to be available at the stand/work site	Contractor	Exhibitor
Safety training for use of equipment	x	
Expert inspection of work equipment/machinery as specified in the regulations	x	
Substance register (including HSE data sheets)	x	x
Certificate for hot work	x	x
Other relevant certificates	x	x
Registration of foreign workers with the Central Office for Foreign Tax Affairs	x	x
Risk assessment of own work operations, and associated safe job analysis (SJA) if required	x	x

Completed by (name/signature): _____

Date and place:_____

APPENDIX 4

FORM FOR PERSONAL SAFETY INSTRUCTION (PSI) –

Use online form here.

Personal safety instruction, ONS 2016	**Approved by HSE coordinator for the project:** Torstein Hafsøe, 3 March 2015

Employee's name and company:	**Date PSI received:**

1. HSE GOALS

On the basis of the general goals for HSE set by Stavanger Forum and the ONS Foundation, particular attention will be paid at this event to ensuring that:

1. ONS is recognised as the best organiser in Norway for HSE
2. this goal also embraces contractors, suppliers, employees and visitors
3. HSE will be a fixed item on the agenda at board meetings
4. the proportion of waste recovered or recycled will be 96-100 per cent in 2016
5. no harm will be caused to people, material assets or the environment.

2. HAZARDOUS WORK – SPECIAL SAFETY PROVISIONS

Certain work operations must be conducted in accordance with a specified routine in order to meet HSE considerations. A safe job analysis (SJA) **must** always be carried out in advance for particularly risky work. This analysis must be submitted to the HSE coordinator before the work starts. You undertake to familiarise yourself and comply with the routines, instructions and procedure which apply for such operations.

In planning this project, the following work operations have been assessed as hazardous and will be subject to special attention.

Work operation:	Special safety provisions/preventive measures
Work above ground level	Carry out SJA, cordon off the area, use personnel lifts rather than ladders, personal protective equipment, training/certification
Many machines or vehicles in motion	Low speed, high-visibility garments mandatory, driving lights on forklifts, assistant when backing and moving large packing cases, training/certification

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following requirements apply for the use of PPE

Type of equipment	Used in the following areas/jobs
Hard hat	In all work involving a risk of dropped objects and lifting operations. Recommended for work on lifts and scaffolding. Work areas where such hazards exist must be cordoned off and signposted.
Protective footwear	Everyone in the project area in all phases, with the exception of 28 August. However, protective footwear is also recommended on that day.
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 work which could involve splashing.
Respiratory protection	When required, such as work which develops toxic dust or gas.
Protection against falling/harness	When required, such as working on scaffolding, erecting temporary buildings, operating boom lifts, working on ladders, and other installation work where scaffolding or personnel lifts cannot be used.
High-visibility vest	Everyone in the project area.

4. GOOD ORDER AND TIDINESS

You undertake to comply with the project's system for waste handling/sorting. The following requirements for good order and tidiness apply to the project:

- everyone must clear up after their own work as they go
- aisles must be kept unobstructed
- waste must be placed in designated locations/containers
- storage containers/sites must be kept in good order
- flammable waste and oil/chemical waste must be placed in special containers
- all machinery and equipment which can produce dust must be fitted with a suitable suction device incorporating a collection system.

5. GENERAL HSE REGULATIONS FOR THE PROJECT

First aid and fire extinguishing equipment
You must familiarise yourself with the location of first aid and fire extinguishing equipment as well as with the action plans for fire and accidents. These can be found at the HSE stations in all the halls.

Certificates, etc
You must document that you have a valid certificate, driving licence, skilled trade certification, evidence of qualifications or other approval. Loss of/deficiencies in such certificates/evidence must be notified to the HSE coordinator.

User responsibility for operating machinery
You must comply with the user guide/instructions for safe use of the machines for which you are responsible, and carry out the required maintenance. Faults or deficiencies in machinery and equipment which you are unable to repair must be reported to your immediate superior and/or the HSE coordinator.

Accident prevention measures
You must contribute on your own initiative to reducing the risk of accidents by keeping your workplace tidy, using the required protective equipment and not removing safety arrangements, but installing these where you find they are lacking. You must report conditions which you cannot correct yourself to the HSE coordinator.
Before using chemicals/toxic substances, you undertake to familiarise yourself with the HSE safety data sheet for the relevant product.

Duty to report injuries/illness
If you suffer a work injury or incur an illness which you believe to have been caused by working conditions, you must notify your immediate superior of this as soon as possible. A report on the incident and its cause must be delivered as soon as possible to the HSE coordinator.

Reporting dangerous behaviour and conditions
As part of efforts to prevent occupational accidents/undesirable incidents, you undertake to report all undesirable incidents. The report must be submitted to the HSE coordinator via the letterboxes positioned around the area, and you must expect to receive a response to your report with the measures to be implemented in the near future if you have signed with your name and company.

Ban on intoxicants
Using or being under the influence of alcohol or stimulants is prohibited in this project.

6. BREACHES OF THE SAFETY REGULATIONS

The following reactions apply to repeated serious breaches of the safety regulations.
***First offence*:** verbal warning (confirmed in writing)/exclusion from the area in the event of gross negligence, putting life and health in danger.
***Second offence*:** written warning/exclusion from the area in the event of gross negligence, putting life and health in danger.

This personal safety instruction/information has been read and understood, and I undertake to comply with the specified regulations.

Employee's signature:_____Date:_____

APPENDIX 5

FORM FOR NONCONFORMITY/UNDESIRABLE INCIDENT REPORT (RUH)

Use the online form on https://forumruh.no/ruh

RUH – undesirable incident/nonconformity report
ONS 2016

Date	Time	Place/stand
Company		
Reported by		
Activity		

Type of incident:

- ☐ Actual incident
- ☐ Near-miss
- Improvement suggestion

Scope:

- ☐ Personal injury
- ☐ Natural environment
- ☐ Material assets/property
- ☐ Safety

Description of the incident/nonconformity

Causes

Immediate action taken

Possible consequences:

- ☐ Not serious
- ☐ Serious
- ☐ Very serious

Final report:

Corrective measures:	
Report closed by:	Date:

APPENDIX 6

FORM FOR SAFE JOB ANALYSIS (SJA) Use online form here

SJA title	SJA number	Company	Person responsible

SJA PARTICIPATION LIST		
Date	Time	Place
Person responsible for the SJA		

Name (block capitals)	Company	Date	Signature

SJA title	SJA number	Person responsible

Description of the work					Hall/area
Conditions					No of appendices
No	Sub-task	Hazard/causes	Possible impacts	Measures	Person responsible for measures
1					
2					
3					
4					
5					
6					

Is the total risk acceptable (Yes/No)?	Recommendation/approval	Date/signature	Note in the checklist that the SJA has been reviewed
	Person responsible for the SJA		Summing-up experience after the job:
Conclusion/comments	Person responsible for the work		