

Dokumenttype: Skjema/sjekkliste			Godkjent av: Kvalitet/HMS leder	
Vedlikeholdes av: Kvalitet/HMS leder			Godkjent av: Kvalitet/HMS leder	
Lokasjon: Langøya	Område: HMS	Nr.: 803	Utgave nr: 2.0	Gyldig fra: 10.06.2015 08:45:14
Dokumentnavn: SAFETY INFORMATION				

GENERAL INFORMATION

The Langøya facility is a facility for receiving, treatment and final disposal of inorganic hazardous waste. The plant has defined and well demarcated Ex zones.

Langøya port has two ISPS quays. When ships are moored here, access to these areas is forbidden.

The majority of the waste received at Langøya is hazardous and contains heavy metals and small quantities of organic matter.

HEALTH RISKS

Long-term exposure to heavy metals and organic substances is harmful to health. All waste received at Langøya is treated as corrosive and protection of eyes and skin is important.

Safe work with hazardous waste requires careful handling, the correct use of personal protective equipment and good personal hygiene. Hands must be washed thoroughly before eating, drinking, rolling cigarettes or smoking. In the case of particularly dirty work, a shower at the end of the working day is recommended.

Work clothing must be changed frequently. Consider using disposable overalls for particularly dirty work to protect work clothing and the skin.

WORK CLOTHING AND PROTECTIVE EQUIPMENT

The following equipment is compulsory on Langøya and must be brought by all persons working on the island:

- Helmet (for all/always)
- Safety glasses (for all/always)
- Ear protection (areas with noise zone signs)
- Work clothing with company name (physical work)
- Gloves (when needed and always when unloading ash/powder)
- Safety shoes (physical work)

General requirements for clothing:

- ✓ Everyone must use suitable work clothing.
- ✓ Always use trousers, not shorts. When working with waste, use long sleeved clothes.
- ✓ Work clothing must be of high visibility quality.
- ✓ As necessary, depending on task: breathing protection, ear defenders, rubber gloves, protective overalls, fall protection equipment.
- ✓ Use of work clothing is not permitted on the passenger ferry, in the canteen or in meeting rooms. Excepted from this are canteen personnel, who have their own uniform for canteen work.

In addition, respirator must be used in some work operations. When risk of dusting use dust mask. In some areas or at special work operations, for example unloading acid, protective overall must be used. More information about this will be given by the contact person and when work permit is filled out.

Requirements for unloading ash/powder from truck

In addition to general requirements for personal protection equipment:

- Sealed glasses within av zone of 10 meters
- Security pin at hoses
- When entering the top of the car, railings must be posted

The hirer must ensure suitable equipment for the operators.

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For suppliers:

All equipment required for the ordered work must be taken care of by the supplier. Respirator, ear protection, gloves, protective overall, fall protection, fall arrest equipment. Some equipment can be bought at Langøya.

ACCESS CONTROL AND CODE OF CONDUCT

Everyone must register name and firm when arriving and leaving Langøya.

Use of work clothing is not permitted on the passenger ferry, in the canteen or in meeting rooms. It is not allowed to work alone at Langøya. Work outside normal working times need special agreement.

Signs, marking and other directions must be followed.

Max speed is 30 km/t, drive safely and slow down in areas with a lot of activity. Follow ordinary traffic and take special care to walking and cycling persons.

Smoking allowed at to marked places.

Everyone have a responsibility for own safety and to avoid dangerous situations.

WORK PERMITS

All work is regulated by work permits issued at the control room in cooperation with the contact person. Work must be planned in advance, and a safety assessment must be carried out before the work permit is issued. If necessary, a safe job analysis must be performed. Work is not regarded as complete until the work site has been cleared and this has been acknowledged by the area operator. If work finishes before it has been completely cleared, the area will be cleared at the contractor's expense.

Valid certificates must be produced when applying for work permits. Certain areas have Ex zones and requirements for gas analysis and entry certificates may be required. These analyses must be performed before work starts.

HAZARDOUS ENVIRONMENT AND NEAR MISS INCIDENTS

If you notice something that is a potential hazard or if you observe situations that could have been an accident, you are responsible for reporting this.

Reporting can be done by registering a deviation, reporting to your contact within NOAH or by calling the control room.

EMERGENCY SITUATION ON LANGØYA

Inform about emergency situations immediately to the control room, phone number **33 06 44 51**. The control room releases the alarm and give information at the UHF-radio about the emergency situation. When evacuation is needed or important information must be brought out, it is done by a megaphone. Emergency response at Langøya is described in a plan which is available for all. When the alarm is released, everyone present on Langøya must proceed to the assembly point in front of the control room.

CEMICALS

Safety data sheet must always be present at the working place when using chemicals. Follow the instructions to be sure of safe use.

OTHER INFORMATION AND SUPPLIER REQUIREMENTS

Transportation to Langøya

Agreement with contact person at NOAH.

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Parking

Agreement with contact person at NOAH.

Changing room

Agreement with contact person at NOAH.

Canteen

Lunch can be bought between 1130 and 1200. Dinner must be ordered before 1300. Price information available in the canteen.

Language

All persons performing work on Langøya must be able to communicate in Norwegian or English.

Certificates

Valid certificates must be brought.

For example:

- Warm work
- Scaffolding
- Truck
- Crane
- Lift

Datasheets for chemicals

Datasheets for chemicals to be used in the contract must be forwarded in advance. Employees must be familiar with the guidelines for using the chemical and must bring with them the datasheet, so it is available at the worksite.

Marking of equipment and buildings

All equipment necessary for the work task must be brought over and marked with the company logo (e.g. gas, hand tools, fall protection, scaffolding etc.). Containers for equipment must be marked with the company logo and their siting agreed with the contact person for the contract.

Gas must be secured at the end of the working day. If gas is used inside buildings, the doors to the building must be marked (in case of fire). Containers or buildings in which gas cylinders are stored must be marked "gas under pressure".

Safety course

On arrival at Langøya, all persons must participate in a safety review before work starts. This takes around half an hour. It is a condition that the persons who are to carry out work have received sufficient training and instruction. The safety course is valid for 2 years, and is based on this procedure.

Supplies just working in the administration building or in the workshop, safety course is not required.

Safety course is mandatory for all employees.

Working times

Normal working times at Langøya are 07:00-23:30 Monday to Thursday. All work after 16:00 should be reported to the control room.

Normal working times on Friday are 07:00-16:00. No work normally takes place at the weekends. Work outside normal working times must be specially agreed well in advance.

Waste arising from contract work

All waste on Langøya is sorted at source. If containers are needed at the work site this must be agreed with the contact person. Costs of transporting waste to the receiving station must be agreed separately for each contract task.

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Health, environment and safety at contractor

The contractor must have an internal inspection system in accordance with the Regulations on systematic health, safety and environment work. The Norwegian Working Environment Act requires certain types of enterprise to have an associated occupational health service. If the company falls within this category, the agreement must be available for inspection on demand. Any work site management should be agreed at contract formation.

Other practical points

Connection of power is to be agreed with the contact person.

Under the Building Employers Regulations, there is a requirement for ID cards on "building sites". These must be produced on demand.

Any access to buildings is to be agreed with the contact person.

Smoking is only allowed at the two designated locations.

All personnel must register their arrival at and departure from Langøya, for emergency planning reasons.

All goods deliveries must be labelled:

Company (with contact person)

C/o NOAH's office at transport office

Weidemannsgate 10

3080 Holmestrand

Breach of safety rules

All injuries, hazardous conditions, hazardous behavior, damage to equipment/buildings or pollution are matters relating to quality, health, safety and the environment, and must be reported immediately to the contact person.

If these requirements are not complied with, individual employees or whole companies may be asked to leave the company area with immediate effect. If NOAH suffers financial loss as a result, the contractor must compensate such financial losses.