



HSE Procedures 2024

Company: RAM SVEIS OG BEMANNING AS

1. Hazard Identification and Risk Assessment (HIRA)

Objective:

To systematically identify and evaluate hazards associated with workplace activities and processes to manage and mitigate risks.

Procedure:

- Conduct regular workplace inspections to identify new or changing hazards.
 - Use risk assessment tools (e.g., checklists, what-if analysis) to evaluate and prioritize risks.
 - Document findings and implement control measures based on the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, personal protective equipment).
 - Review and update the HIRA periodically or when there are changes in processes, equipment, or following an incident.
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2. Legal Compliance and Environmental Regulations

Objective:

Ensure ongoing compliance with all relevant health, safety, and environmental legislation, regulations, and standards.

Procedure:

- Maintain an up-to-date legal register that includes all applicable HSE legislation.
- Conduct compliance audits at regular intervals and whenever there are changes in legislation or company operations.
- Implement corrective actions for any identified compliance gaps.
- Provide regular legal compliance training to all employees.



3. Training and Competency Development

Objective:

Ensure all employees are competent to perform their duties safely and are aware of environmental responsibilities.

Procedure:

- Identify HSE training needs for all job roles within the organization.
 - Develop and deliver HSE training programs, including induction training for new employees, task-specific training, and emergency response training.
 - Maintain records of all HSE training activities and employee competencies.
 - Evaluate the effectiveness of training programs and update them as necessary.
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4. Communication and Consultation

Objective:

Promote effective communication and consultation on HSE matters within the organization and with external stakeholders.

Procedure:

- Establish HSE communication channels (e.g., meetings, bulletin boards, email alerts) for disseminating HSE information.
 - Encourage worker participation in HSE decision-making processes, including risk assessments and incident investigations.
 - Facilitate HSE consultations with external stakeholders, including regulatory bodies, local communities, and suppliers.
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5. Incident Management and Nonconformity

Objective:

Manage HSE incidents and nonconformities effectively to prevent recurrence and improve HSE performance.



Procedure:

- Establish an incident reporting system accessible to all employees.
 - Investigate all reported incidents and nonconformities to identify root causes.
 - Implement corrective and preventive measures based on investigation findings.
 - Document and review the effectiveness of corrective actions.
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6. Environmental Management and Sustainability

Objective:

Minimize environmental impact and promote sustainability in all company operations.

Procedure:

- Implement waste management practices (reduce, reuse, recycle) to minimize waste generation.
 - Monitor and control emissions and discharges to prevent pollution.
 - Conduct environmental aspect and impact assessments for all significant projects and operations.
 - Promote resource conservation (energy, water) through efficiency improvements and sustainable practices.
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7. Emergency Preparedness and Response

Objective:

Ensure preparedness for emergency situations to minimize impacts on health, safety, and the environment.

Procedure:

- Identify potential emergency scenarios and conduct risk assessments.
 - Develop emergency response plans for identified scenarios, including evacuation, first aid, and environmental spill response.
 - Conduct regular emergency drills and training for all employees.
 - Review and update emergency plans based on drill feedback and changes in operations or legislation.
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8. Documentation and Record Keeping

Objective:

Maintain comprehensive records of HSE management activities and performance.

Procedure:

- Document all HSE procedures and maintain an HSE management system manual.
- Keep records of risk assessments, training activities, incidents and investigations, compliance audits, and corrective actions.
- Ensure HSE records are accessible and retained according to legal and company requirements.

Implementation and Continuous Improvement

Implementing these HSE procedures requires continuous monitoring, review, and improvement to adapt to changes in operations, legislation, and best practices. These procedures should be integrated into RAM SVEIS OG BEMANNING's overall management system, ensuring a cohesive and effective approach to managing health, safety, and environmental performance.

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By following these HSE procedures, RAM SVEIS OG BEMANNING commits to fostering a safe, healthy, and environmentally responsible workplace. We are dedicated to preventing incidents, ensuring compliance, and continuously improving our performance.

Approved by CEO *Olteanu Radu*

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