

Date: \_\_\_\_\_ Company: \_\_\_\_\_

## Simplified self-reporting and internal audit of HSE system

### Purpose

To ensure that the HSE system and associated management systems are established and updated, that there are necessary procedures that satisfy the requirements of the applicable laws and regulations, and that procedures and routines are complied with in practice.

This self-reporting is part of our documentation in our ongoing HSE work.

Simplified self-reporting and the internal audit are adapted to course participants in the "HSE Course for Managers".

### Scope

Self-reporting and the internal audit must be carried out at least annually to:

- Check that the existing HSE system works
- Check that the system is in accordance with applicable laws and regulations

### Target Group

Course participants, chief executive officer, managers, system administrators, safety representatives and key people in the company.

### Description

Audit areas can be divided into two parts:

- A division based on the assignment of responsibilities in the organisation chart. All HSE matters are revised here.
- A division based on case fields within HSE. This means, for example, revision of the working environment, fire and electricity, the external environment and so on.

The audit can take place through dialogue and interviews, review of registrations and statistics as well as a review of documentation and HSE systems.

### Follow-up of self-reporting and internal audit of the HSE system

All deviations and desired activities and measures are entered in the attached action plan. Deviations are normally signed off within one month and all activities are entered into the company's ongoing HSE plan. Archive self-reports in the HSE system.

A self-report is signed by the chief executive officer and all participants.

### Participants:

Chief executive officer: \_\_\_\_\_

Other participants:

\_\_\_\_\_

Other participants:

\_\_\_\_\_

Course participant:

\_\_\_\_\_

### Organisation and division of responsibilities

1. Has the organisation chart been updated and are all areas of responsibility delegated? Yes  No
2. Can the manager, safety representative, etc. document their HSE knowledge? Yes  No
3. Has the company updated the HSE handbook? Yes  No
4. Has information about safety representatives/the AMU (working environment committee) and BHT (occupational health service) been distributed? Yes  No

Comments/Suggestions for improvement

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### Objectives for HSE work

5. Does the company have objectives for its health, safety and environment work? Yes  No
6. Has the company updated its action plan for its HSE work? Yes  No

Comments/Suggestions for improvement

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### Employment contracts, instructions and procedures

7. Do all employees have up-to-date and valid employment contracts? Yes  No
8. Are all instructions, procedures and routines up to date and appropriate? Yes  No
9. Do all employees have work plans/shift lists that show working hours and free periods? Yes  No
10. Do all employees have updated job descriptions and work instructions? Yes  No

Comments/Suggestions for improvement

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### Risk mapping

11. Have you mapped internal risk factors? Yes  No
12. Describe topics that are taken into account in the risk assessment such as, for example, Corona, long working days, young workers, monotonous work, evening and weekend work, stress, harassment and violence from colleagues and guests, exposure, heavy physical and standing work, etc.

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13. Have action and management plans been prepared according to the risk assessments? Yes  No

Comments/Suggestions for improvement

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### Training and documentation

14. Have all employees received the necessary training for their position? Yes  No
15. Have all employees received training in the company's HSE system? Yes  No
16. Is training documented for all employees? Yes  No

Comments/Suggestions for improvement

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**Deviation management, corrective measures and reporting**

17. Does the company have a system for deviation management and reporting? Yes  No
18. How are deviations registered?
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**Working environment**

19. Is HSE on the agenda for all staff and departmental meetings? Yes  No
20. Are minutes from the meetings made available to employees? Yes  No
21. Does the company conduct annual employee interviews? Yes  No
22. Does the company conduct employee surveys? Yes  No
23. Does the company have a Safety Data Sheet (substance index) for soaps and chemicals? Yes  No
24. Is the necessary protective equipment available and is this used by the employees? Yes  No
25. Does the company have first aid equipment according to requirements? Yes  No

Comments/Suggestions for improvement

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**Reporting of adverse events**

26. Has the enterprise mapped, implemented and documented measures to prevent violence and threats? Yes  No
27. Has the company developed internal reporting routines? Yes  No
28. Have all employees received training in current routines for reporting as well as prevention of violence and threats? Yes  No

Comments/Suggestions for improvement

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**Sick leave**

29. Does the company have internal routines for its sick leave work? Yes  No

30. Does the company need assistance from BHT (occupational health service) with ongoing sick leave cases?

Yes  No

Comments/Suggestions for improvement

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### Fire safety

31. Can the company document its own inspections of fire and electrical systems? Yes  No

32. Can the company document completed fire drills? Yes  No

33. Has the company carried out a fire risk assessment? Yes  No

34. Can the employer document fire training for all employees? Yes  No

35. Does the company have operational contingency plans? Yes  No

Comments/Suggestions for improvement

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### Miscellaneous

36. Does the company process employee information and customer information in accordance with the Personal Data Act (GDPR) Yes  No

37. Has the company received public orders that have not been concluded? Yes  No

38. If YES: What kind of order:

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The deadline for closing deviations is normally one month.

**Action plan for DEVIATION**

Section	Deviation	Responsible	Deadline for closing deviation	Deviation OK

Deviations that will take longer to close are transferred to the local HSE action plan.

**Activities and measures that are to be entered into the HSE plan**

Section	Measures are to be continued in the HSE plan	Responsible	Deadline for performing activity	OK