

Simplified rough mapping of risk

Objective/background

The purpose of the survey is to identify any risk factors that must be mapped further and to ensure that the company is complying with the Working Environment Act and associated regulations. This will ensure that the contract between the company and the occupational health service is as correct as possible.

Design

The questions in the survey are in systematic order in relation to the structure of the Working Environment Act and associated regulations. All headings are linked to the current legal text available on www.arbeidstilsynet.no.

Simplified rough mapping is adapted to the course "HSE Course for Managers".

Participants

Course participant, chief executive officer, safety representative, other resource persons

Implementation

Simplified rough mapping only provides an overview of which risk areas are to be found in the enterprise. Appropriate mapping tools are used for further surveys. Any measures can be entered in an integrated or separate action plan or in the company's HSE plan.

The risk assessment and action plan should be revised periodically.

Abbreviations

The following abbreviations are used in this form:

RA = date of last risk assessment DT = date of documented training

HM = date of health monitoring

Date of survey: _____ **Company:** _____

Present during the implementation of the survey:

Chief Executive Officer: _____

Security/Safety representative: _____

Other resource persons: _____

Other resource persons: _____

Course participant: _____

Regulations on the design and layout of workplaces and work premises (Workplace Regulations)

1. Is a computer screen used as an essential part of the working day? Yes No
 If YES - Does the company have a procedure for computer glasses? Yes No
2. Does the company have requirements for signage/markings in relation to safety?
- a. Prohibition? Yes No Not applicable
 - b. Danger? Yes No Not applicable
 - c. Order? Yes No Not applicable
 - d. Emergency sign? Yes No Not applicable
 - e. Fire protection sign? Yes No Not applicable
 - f. Noise zone? Yes No Not applicable
3. Does the company provide access to satisfactory staff rooms? Yes No
4. Does the company have satisfactory locker rooms? Yes No
5. Does the company have first aid equipment according to risk assessment/needs? Yes No
6. Does the company have requirements for safety equipment in relation to:
- a. Alarm and warning equipment? Yes No Not applicable
 - b. Escape and rescue equipment? Yes No Not applicable
 - c. Fire prevention and fire-fighting equipment? Yes No Not applicable

Comments:

Regulations on systematic health, environmental and safety work in enterprises (Internal control regulations)

7. Has the company documented in writing:
- a. Goals for health, environment and safety? Yes No
 - b. Overview of business and organisation, including responsibilities, tasks and authority for work with HSE? Yes No
 - c. Routines for detecting, correcting and preventing deviations? Yes No
 - d. Mapped hazards and problems, assessed risk, and prepared associated plans and measures to reduce risk conditions? Yes No
 - e. Does the company have routines for systematic monitoring and review of internal controls? Yes No

Comments:

The Working Environment Act

8. Does the company have night work? Yes No
 Work between 21:00 and 06:00 is night work. An employee who mainly performs work at night is to be offered a health check before joining the company and thereafter at regular intervals.
 If YES - Has everyone been offered a health check/health interview? _____
9. Has the employer undergone training in HSE work? Yes No
10. Has the company developed routines for whistleblowing? Yes No
11. Have others with HSE responsibility undergone training in HSE to be able to take care of this in a responsible way? Yes No
12. Do all employees have employment contracts? Yes No
13. Does the company use contract labour or subcontractors regularly? Yes No
14. Has the company prepared work regulations? Yes No Not applicable
15. Does the company carry out work environment surveys? Yes No

Comments:

Regulations on the performance of work, the use of work equipment and associated technical requirements (regulations on the performance of work)

16. Does the enterprise have ergonomically stressful work? (heavy/monotonous work or inappropriate working positions) Yes No
 If YES - What measures have been taken to reduce risk?

17. Do employees use dangerous machinery/equipment? Yes No
 If YES - Is there documented training/instructions? Yes No

Comments:

Regulations on organisation, management and participation

18. Does the company have a safety representative? Yes No Own agreement
 If YES - Has the safety representative received statutory training? Yes No

When/What kind of course:

19. Does the company have an AMU (Working environment committee)? Yes No Not applicable
 If YES - Have AMU members received statutory training? Yes No
20. Does the company employ children and young people (under the age of 18)? Yes No
 a. If YES - Has a separate risk assessment been carried out for each position? Yes No
 b. If YES - Has a separate training plan been prepared? Yes No
21. Does the company have work that entails: RA (date) DT (date)
 a. Use and handling of chemicals that require protective equipment? Yes No _____
 b. Performing hot work? Yes No _____
 c. Danger of exposure to biological factors? Yes No _____
 d. Danger of exposure to noise and vibration? Yes No _____
22. Does the company have work equipment with requirements for expert control? Yes No
 If YES - When was the last check performed? _____
23. Does the company have a substance register? Yes No Not applicable
24. Has the company prepared safety and contingency plans in relation to:
 a. Employees working alone? Yes No Not applicable
 b. Violence and threats? Yes No Not applicable
 c. Robbery/theft? Yes No Not applicable
 d. Fire and emergency preparedness? Yes No Not applicable

Regulations on work performance

25. Does the company work with: RA (date) HM (date)
 a. Dangerous chemicals? (for example: cancer, mutations, reproduction) Yes No _____
 b. Noise? (<80 dba for 8 hours) Yes No _____
 c. Fumes (frying table, grill, etc.) Yes no _____
26. Has the company prepared work instructions for:
 a. Work at height (2M)? Yes No Not applicable

Comments:

Action Plan

It is also possible to include the points in the HSE action plan

Section	Deviation	Responsible	Deadline for closing deviation	Deviation OK