



ACTION PLAN FOR HEALTH,
SAFETY AND THE ENVIRONMENT 2013-2015
UNIVERSITY OF BERGEN







HSE WORK IS IMPORTANT

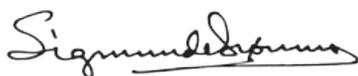
Systematic, integrated HSE work helps ensure a good working environment at the University of Bergen with greater job satisfaction and motivation. An increasing number of employees are concerned about health, safety and the environment in their day-to-day work. An action plan with clear goals is vital for ensuring the best HSE work possible.

The Action Plan for Health, Safety and the Environment 2013–2015 was adopted by the University Board on 25 October 2012. It is anchored in the University's strategy for 2011–2015. The employees and students are the University's most important resources. The working environment and university community should be characterised by a mutual understanding of the employees' various roles and functions. All employees should feel they are important contributors to the University's work on achieving its shared goals. Success in this area depends on safe and secure workplaces, no one feeling neglected, and no one experiencing any negative physical or psychological impacts due to their work.

The Action Plan emphasises on the most important challenges we face with regard to our working environment. Five HSE goals have been set. It is envisaged specific means and measures to achieve these goals. The Action Plan clarifies the relationship between the plan and other governing documents. The Action Plan will be a useful tool for the leaders, employees and students, for the safety delegates, and for the unions. It provides a good basis for developing and sustaining a good working environment at the University of Bergen.

Our goal is to make the University of Bergen a more attractive place to work and together we can achieve that goal!

Good luck with your HSE work!



SIGMUND GRØNMO, RECTOR



KARI TOVE ELVBAKKEN, UNIVERSITY DIRECTOR



ACTION PLAN FOR HEALTH, SAFETY AND THE ENVIRONMENT 2013–2015, UNIVERSITY OF BERGEN

(Adopted by the University Board on 25.10.2012)

Health, Safety and the Environment at UiB – a Good Working Environment for All

The University of Bergen (UiB) is an internationally recognised research university whose cornerstones are high quality research, teaching and dissemination characterised by academic breadth and diversity. In order to sustain and develop this, the university needs a good, robust working environment in which all staff members feel they are making an important contribution to achieving the university's shared goals.

The work on improving the university as a workplace must be based on respect for research and freedom of expression, as well as a high degree of student and staff participation. The university shall have transparent strategy and decision-making processes, as well as good routines and channels for communication.

UiB's Strategy 2011–2015 provides guidelines for health, safety and environment (HSE) work in the institution. In order to be an attractive, diverse, transparent and inclusive university that provides a good, safe working environment for the individual, a systematic focus on HSE work is required at all levels. UiB shall strive to achieve a close-knit working community that encompasses all groups of staff based on the institution's primary goals.

The HSE Action Plan is intended to help ensure a safe, healthy workplace that protects everyone who works at UiB and ensures they are not subjected to negative physical or psychological impacts due to their work. This means that UiB must ensure:

- a fully satisfactory working and learning environment
- diversity, transparency and inclusion
- systematic HSE work through the active participation of staff and leaders
- accessible, functional and safe buildings and outdoor areas

The students' learning environment is specifically addressed in the 'Action Plan for Strengthening the Learning Environment'.

HSE – a shared responsibility

A working environment is created through day-to-day interaction and dialogue. All staff and students have a responsibility to actively participate in this. A mutual understanding and respect of the staff member's various roles and functions, and clarity in the organisation of the work, are prerequisites for sustaining and developing a good working and learning environment.

HSE is a leader responsibility at all levels and is an integral part of all leadership. Safety delegates fulfil a supervisory function and are collaborators for the leaders. UiB has a network of safety delegates and provi-



des mandatory HSE training for both safety delegates and leaders. UiB's leaders must have the requisite skillset, confidence and willingness to prioritise HSE work. UiB's safety delegates must be committed, clear and well-qualified. The university's leaders, safety delegates, staff and students must, together, actively contribute to the development of the working environment at UiB.

Systematic HSE work

UiB's HSE Action Plan forms an integral part of the university's structure of authority. HSE work is a continuous, systematic process at UiB. This means that HSE at all levels must be organised and the working environment surveyed in line with the authority's requirements and UiB's internal rules. The HSE Action Plan with measures

must be implemented, non-conformities corrected, evaluations must be carried out, and HSE expertise offered and updated. The HSE work must also be documented and reported in line.

Systematic HSE work promotes health and well-being, and prevents accidents and harm occurring to staff, students, the environment and property. An attractive working environment enhances reputation, increases recruitment and enable staff to create an organisation characterised by job-satisfaction, good health and high performance levels. Such a working environment strengthens UiB as an internationally recognised research university with highly competent staff and students who, together, contribute to the high quality of its research, teaching and dissemination.

HSE goals

The action plan is based on UiB's Strategy and encompasses five HSE goals.

UiB shall be characterised by:

- a good working community
- safe and functional workplaces
- a constant attention on hazardous working environments
- optimal handling of HSE non-conformities
- responsibility for the green environment

Each HSE goal is to be identified through means and realised through measures:

- centrally under the auspices of the units with specific responsibilities and tasks
- locally through HSE action plans at faculties/divisions and departments/centres
- in various forms of interaction between units and levels

A good working community

UiB shall be an attractive, diverse, transparent and inclusive workplace which takes into account the needs of its staff during every phase of their lives and careers. International interaction shall form an integral part of the university's activities. The individual's integrity and dignity shall be preserved in all communication and interaction.

Means:

- Annual mapping of the psychosocial working environment to promote a shared understanding and cooperation, and to implement measures.
- Improving job presence by following up UiB's 'Activity and Outcome Goal for a More Inclusive Working Life'.
- Facilitating measures that stimulate physical activity to promote good

health, prevent sick leave and reduce health problems.

- Ensuring that the various life phases of staff are addressed in UiB's personnel policy.

The following governing documents and measures also support this HSE goal:

- Plan of Action for International Activities
- Action Plan for Gender Equality and Diversity

Safe and functional workplaces

UiB shall be an open university that is safe for students, staff and visitors. Safety measures are intended to protect health and safety on the university's campus. UiB has a large, demanding portfolio of buildings whose uses change regularly. The relevant requirements concerning good building standards, universal design, indoor climate and ergonomic requirements must be satisfied.

Means:

- Drawing up guidelines for handling violence and threats and ensuring all staff and students are familiar with these.
- Ensuring that the buildings at UiB's disposal have proper, satisfactory working and teaching environments that comply with current legislation.
- Mapping and implementing measures concerning indoor climate issues.
- Mapping and prioritising physical measures in the work on universal design.

The following governing documents and measures also support this HSE goal:

- Goals for Safety Work at the University Area.
- Action Plan for Gender Equality and Diversity



A constant attention on hazardous working environments

UiB has several workplaces that are particularly exposed to risk. Working with chemicals, radiation and biological factors are some examples. Field work and research cruises may also entail a higher risk of injury to people and/or harm to the environment. A constant, prevention-oriented attention on routines, knowledge and attitudes is and will remain important in all hazardous work environments.

Means:

- Conduct risk assessments of all hazardous work environments and implement measures.
- Ensuring that all chemicals, biological factors and radioactive sources are registered and risk-assessed. When handling chemicals the electronic ECOonline substance index must be used.
- Establishing an overview and carrying out periodic inspections of all special ventilation systems.

Optimal handling of HSE non-conformities

HSE non-conformities are breaches of the authority's requirements and internal rules related to HSE that could result in negative physical and psychological harm and damage to the environment and property. All HSE non-conformities at UiB must be reported and followed up by the leaders for prevention purposes and to ensure the continuous quality assurance of the wor-

king environment. UiB's Emergency Plan must ensure that the scope of harm and consequences of crises and serious incidents are minimised to protect life, health and property.

Means:

- Adopting a new system for HSE non-conformities and ensuring the reporting and follow-up of HSE non-conformities as preventive measures.
- Following up UiB's Emergency Response Plan by conducting risk assessments and establishing local emergency procedures at all levels.

Responsibility for the green environment

UiB has committed itself to taking the environment into consideration in all of its activities and documenting its commitment to the environment by reducing the negative environmental impact of its own operations by 20% between 2010–2010.

Means:

- Strengthening cooperation between units and levels in the work for a green environment.

The following governing document and measures also support this HSE goal:

- Action Plan for the Green Environment

Each year every unit must:

Conduct HSE surveys and risk assessments, and prioritise measures.

Draw up/revise a local HSE action plan based on UiB's HSE Action Plan, and implement measures.

Review its systematic HSE work and report to its superior body (internal control).

Information about HSE at UiB:

Rules and Regulations for UiB: regler.uib.no/regler_en/Preface

HSE Gateway: uib.no/poa/hms-portalen/en

Working Environment Committee:

uib.no/ledelsen/en/committees/committees-at-the-institutional-level/the-working-environment-committee



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