

Guidelines for reporting and follow-up of HSE non-conformities

Approved by the University Director 02.07.2014

1. Objective

These guidelines shall ensure:

- that breaches of the health and safety and working environment regulations (HSE non-conformities) at the University of Bergen (UiB) are handled in accordance with internal policies and regulatory requirements
- that the working and learning environment is fully satisfactory
- that all HSE non-conformities are reported
- that corrective and preventive measures are considered and implemented
- continuous quality assurance of the systematic HSE work
- organisational learning and transfer of experience
- that the injured person's rights are protected.

2. Basis

These guidelines are part of the University of Bergen's Rules and Regulations (Part 3 Personnel and HSE) and are based on the Working Environment Act and the Regulations relating to Systematic Health, Environmental and Safety Activities in Enterprises (Internal Control Regulations).

3. Scope and area of application

The guidelines cover HSE non-conformities and apply to all employees, students and visitors at UiB and all activities organised under the auspices of the university.

Units that have a coordination agreement with another establishment on occupational health and safety and working environment issues shall handle HSE non-conformities in compliance with the applicable coordination agreement.

In the event of internal and external crises and adverse events that may have serious consequences for people at UiB and the university as an institution, [the emergency preparedness plan shall be used \(NO\)](#).

3.1 Matters that should not be reported as an HSE non-conformity

- Conflicts between employees shall be handled in accordance with [UiB's Guidelines on conflict resolution \(NO\)](#).
- Notification concerning censurable conditions at the undertaking pursuant to Section 2-4 of the Working Environment Act and notification pursuant to the duty to notify prescribed in Section 2-3 point 2d of the Working Environment Act relating to harassment or discrimination shall be handled in accordance with [UiB's Guidelines on notification \(whistle-blowing\)](#).

- Students' complaints about the psychosocial learning environment must be handled in accordance with [Section 4-3 of the Universities and University Colleges Act \(NO\)](#).

4. Responsibilities:

Within his/her area of responsibility, the line manager has:

- responsibility for ensuring that the guidelines are implemented and followed up
- responsibility for following up reported HSE non-conformities and implementing corrective and preventive measures.

Staff and students have a duty to follow these guidelines.

The Working Environment Committee reviews all the reported HSE non-conformities at the university and ensures that remedial measures are implemented.

The Learning Environment Committee reviews all the reported HSE non-conformities at the University involving students and ensures that remedial measures relating to the students' learning environment are followed up.

5. Definitions

HSE non-conformities are all adverse events and/or matters that have resulted or may result in harm to people, the environment and property, such as:

- fires and explosions
- break-in, theft, robbery and unauthorised access to buildings and areas
- damage to property and structural conditions in buildings
- personal injuries
- harmful emissions to the environment
- incorrect handling of chemicals, gas, biological agents and sources of radiation
- third party violence and threats
- breaches of the health and safety legislation, guidelines and routines.

Personal injuries:

- i) Minor personal injury that does not require medical treatment.
- ii) Injury that required medical treatment and must be reported to NAV.

Line manager: The University Director, faculty director, department director and head of department or equivalent, who has the ultimate responsibility for health and safety and the working environment in the unit.

6. Reporting and following up HSE non-conformities

6.1 Reporting HSE non-conformities

Employees:

- Shall as soon as an HSE non-conformity is discovered, fill out the “Notification form”. Employees must describe the HSE non-conformity and have the opportunity to propose measures. The notification is sent to the employee’s immediate supervisor or his/her delegate. The HSE Section and the safety representative are automatically sent a copy.
- In the event of death, serious personal injury and personal injuries entailing a risk of infection, the local line manager (immediate supervisor) must be notified immediately so that measures can be initiated. Then the ordinary reporting routines are followed.

Students:

- As soon as an HSE non-conformity is discovered, fill out the “Notification form”. Students must describe the HSE non-conformity and have the opportunity to propose measures. The notification is sent to the faculty. The HSE Section and the safety delegate are automatically sent a copy.
- In the event of death, serious personal injury and personal injuries entailing a risk of infection, the faculty or department must be notified immediately so that measures can be initiated. Then the ordinary reporting routines are followed.

6.2. Follow-up of HSE non-conformities

Within his/her area of responsibility, the line manager or his/her representative shall:

- Inform staff and students about the guidelines.
- Follow up received reports of HSE non-conformities and consider corrective and preventive measures as soon as possible. The HSE Section, the safety delegate and top-level management have read access to the documents in the processing of the case.
- In the event of an HSE non-conformity involving personal injuries that required medical treatment, fill out an injury report form: either NAV 13-07.05 or NAV 13-07.08. The report form must be sent to the Norwegian Labour and Welfare Administration (NAV) at the first opportunity and no later than within three days. A copy must be sent to the HSE Section.
- In the event of an occupational injury or occupational illness that may qualify for compensation under the Act relating to industrial injury insurance, the injury report form should be sent to the Norwegian Public Service Pension Fund. A copy must be sent to the HSE Section.
- In the event of internal and external crises and adverse events that may have serious consequences for people at UiB and the university as an institution, the emergency preparedness plan shall be used.
- If the unit has an HSE coordination agreement with another unit, a copy of the non-conformity report must be sent to the partner unit for information purposes.
- If the HSE non-conformity cannot be resolved locally, the notification shall be forwarded according to line.
- Ensure that all HSE non-conformities are followed up, documented and completed.

Within their area of responsibility, safety delegates shall:

- Receive a copy of reported HSE non-conformities and follow the processing of the case.
- Ensure that the line manager or his/her representative follows up reported HSE non-conformities.
- Assist the line manager and affected employees and students, if necessary.

The HSE Section:

- Receives a copy of all reported non-conformities at UiB.
- If necessary, follows up HSE non-conformities which involve personal injury.
- Receives a copy of all injury report forms that are sent to the Norwegian Labour and Welfare Administration (NAV) and the Norwegian Public Service Pension Fund.
- Submits periodic reports on all the non-conformities at UiB to the Working Environment Committee.
- Submits periodic reports on all the non-conformities involving students at UiB to the Learning Environment Committee.

The Estate and Facilities Division:

- Receives a copy of reported HSE non-conformities involving fire, explosion, break-in, theft and robbery, damage to property and structural conditions in buildings.
- Ensures repair of buildings and operational and maintenance services reported via Lydia.

7. References

[The Working Environment Act \(NO\)](#)

[Regulations relating to Systematic Health, Environmental and Safety Activities in Enterprises \(Internal Control Regulations\)](#)

[Section 4-3 of the Universities and University Colleges Act \(NO\)](#)

[The University of Bergen's Emergency Preparedness Plan \(NO\)](#)

Drawn up by: The HSE Section, Division of Human Resources

Adopted by: The Working Environment Committee 04.12.2013

Replaces: "Guidelines for reporting on conformities, accidents and near accidents" of 15 March 2003.