



**EMERGENCY NUMBER**  
**+47 61 15 23 33**

## WELCOME TO RAUFOSS INDUSTRIAL PARK



### QUALITY CONTROL HANDBOOK – LEVEL 1

HESS (Health – Environment – Safety – Security)

for:

**Name:** .....

**Company:** .....



## Common directives for Raufoss Industrial Park (RI)

These common HESS directives apply to all companies and persons within RI, and also to hired companies/contractors and their employees. Every one shall receive a copy of this Handbook from their employer with their name and their company's name on the front page. The employer will ensure everyone is familiar with the content. The main contractor for external companies is responsible for handing out the information to its employees.

### Emergency number:

Report all accidents (person injuries, fires, discharges/emissions) to the Main Guard at

**+47 61 15 23 33**

Provide the following information:

- Who you are
- What has happened
- Where it happened (building number)
- What kind of help you think is needed
- Thereafter contact the local manager as soon as possible



### Potential accidents – Possible hazards

All signs of a potential accident and possible hazard of any kind must be registered and followed up by corrective precautions - YOU SHALL:

- Make sure action is taken immediately, or
- Notify/alert the local manager or safety deputy about the incident
- NB! Even if you take action yourself, you must always give notice

### Yourself

You are responsible for your own and others security. The best way to ensure this security is to be familiar with and follow the local HESS guidelines.

### Your employer / Your contractor

is responsible for informing his employees, hired external companies and visitors of the local HESS guidelines. Tenants at RI are responsible for giving work permits to external companies/contractors who need to work within the company's area. The work permit shall include requirements regarding:

- Information about HESS rules and regulations
- Work conducted near/at high-temperature work areas
- Use of chemicals
- Use of work equipment and personal protective gear

At every work place with several companies the main contractors' responsibilities will include who leads the coordination, who is safety deputy and which companies are comprised in the contract. This shall be clearly displayed on the bulletin board.

## Access to the Industrial Site

Upon employment you attain access to relevant areas at RI. The same is true for visitors and external companies with assignments within RI. Guard/ receptionists provide guidelines on how this should be done. Admittance sign must always be visible.

## Confidentiality Obligation– Restrictions on taking pictures



- You have a confidentiality obligation regarding your job knowledge
- All employees and hired contractors must keep this obligation
- It's forbidden to take pictures/photographs without special permit

## Smoking

- Smoking is not allowed in explosive areas, except for special smoke areas
- In other areas local guidelines must be followed

## Alcohol and drugs

Use of alcohol or drugs is not allowed. Intoxicated persons will be dismissed.

## Safety deputy



The safety deputy will help all employees and their managers in HESS related matters, as well as overlook all activities in the system. The safety deputy shall also represent every one in HESS-related matters. The safety deputy has the right and obligation to stop activities he considers a danger to people, their health or the environment.

## Personal protective equipment



Within RI use of protective footwear is mandatory for every one in engineering workshops, warehouses etc. Directions on the use of other protective gear and equipment can be found on the local bulletin board.

## Traffic regulations

Entrance and parking of private vehicles is regulated. The Road Traffic Act is in force within the whole area. The speed limit is 30 km/h unless sign shows lower limits. Application for driving permit must be endorsed by your employer/supervisor and approved by the guard company. All large vehicles shall primarily use the North entrance. Only marked parking lots are to be used. Special rules apply for the Underground Facility, and are found on their information folder. The companies have no responsibility beyond the ordinary Norwegian laws and regulation for private vehicles. To drive a forklift you need a forklift driver's license.

Penalties: Serious or repeated violations may cause suspension of driving privileges within the area and dismissal from the area.

## High-temperature Work Areas



If there is a need to carry out high-temperature work outside permitted areas, the operation manager and operator must fill out a special form: "Protection precaution and work permit for high-temperature work at occasional work places", cf. special common directive.

If such work needs to be performed inside the Underground Facility or within explosive areas, the industrial safety deputy also must approved and sign the form. The company that performs the work is responsible for bringing the appropriate fire protection equipment.

## Changes on buildings and outdoor areas



Owner is responsible that buildings and outdoor areas are in accordance with regulations. For the owner to fulfil this responsibility, all actions must be reported to property administrator, Raufoss Eiendomsforvaltning AS (RE). Cf. Directive 80.02.

## External/surrounding environment

It is illegal to contaminate the environment, cf. the Norwegian Law of Contamination. Permission to emit/dischARGE is regulated for companies with such permission. All incidents or signs of incidents of contamination of soil, atmosphere or the river (Hunnselva), must be reported to Raufoss Eiendomsforvaltning AS.

## Chemicals

All chemicals must be marked and stored according to the rules and regulations, and labelled with a data sheet. Industry safety deputy shall at all times have access to data sheets, survey of chemicals and amounts stored in different buildings. It is illegal to buy chemicals with the exception of each company's purchasing department.

## Explosive areas

The department manager must approve all visits and stays.

## Common commitments

All companies within the Raufoss Industrial Park are committed to comply with the following common regulations:

- Common directives
- Industry- and fire protection
- Main guard and admission control
- HESS-forum for the Industrial Park
- Waterway association for lake Mjøsa and tributaries
- Obligatory common services

## Common directives and map

Common directives and map of the area (for internal use) can be found at:

- [www3.raufoss.com](http://www3.raufoss.com) & [www3.aus.hydro.com](http://www3.aus.hydro.com)