

English

**KINNEBERG**



**THIS BROCHURE IS  
INTENDED TO PROVIDE  
INFORMATION ABOUT  
WHAT WE EXPECT FROM  
PEOPLE WHO WORK  
FOR KINNEBERG.**

**AT KINNEBERG, ONE  
GOAL IS ABOVE ALL  
OTHERS: WHICH IS  
THAT ALL EMPLOYEES,  
SUPPLIERS AND  
PARTNERS CAN COME  
HOME SAFE EVERY DAY.**

For us, it is a choice of values.  
No financial results or project  
challenges can prevail over  
human health and life.

*– Torleif Kinneberg*

If the task cannot be done safely, we just leave it. This clear goal obliges us all as managers, employees, suppliers and partners. We must plan and carry out our work in such a way as not to harm people, machines and the environment. This goal is only achievable when everyone, both individually and collectively, takes daily responsibility for health and safety in all our projects.

The strong emphasis on OSH (HMS) is created by several elements. Good orderliness, proper use of personal protective equipment, well-planned work tasks, adherence to established procedures, and proactive identification and management of all health and safety hazards. Therefore, we must be clear and uncompromising in our approach to health, safety and the working environment. This is then the best way to take care of yourself and show in action that you care about others, so that we have a safe and comfortable workplace for everyone.



# SANCTIONS

## FOR VIOLATION OF THE RULES

- 1 CRITICISM ON-SITE**  
Any person who witnesses a breach of OSH rules reports this fact to the person concerned.
- 2 ORAL WARNING**  
Used for less serious offenses and first time rule violations. A verbal warning is confirmed in writing in the form of a letter.
- 3 WRITTEN WARNING**  
Used for **serious offenses** or second time rule violations, along with a talk with the project/facility manager or the OSH manager.
- 4 DISCIPLINARY DISMISSAL**  
Applied in case of repeated violations or in case of aggravating circumstances



# RUH

RAPPORTERING AV

UØNSKEDE HENDELSER

ADVERSE EVENT REPORTING

**You must** report all accidents, near misses, unsafe conditions and adverse health issues.

**All reports should** be investigated so that we learn from these incidents and from each other and avoid accidents, health problems and illnesses. Through joint meetings, notices, etc., there will be given feedback for the notifications, which will contain information about what barriers have been implemented. It is very positive for our safety that everyone contributes.

**Anyone can** submit RUH through Holte on the phone or on paper, reporting RUH, and no one will experience negative feedback or repercussions because of it.



# SJA

SIKKER  
JOBB  
ANALYSE

OCCUPATIONAL  
SAFETY ANALYSIS

It is our most widely used OSH risk management tool. We want to influence risk to avoid accidents, health problems and diseases. Through SJA, we find the safest and most appropriate way to get the job done. Everyone who will be doing the job must attend SJA, or at least receive a thorough review of SJA before starting the job.

## **The most important elements of SJA**

- What can go wrong?
- Why can it go wrong?
- How can we avoid a situation where something goes wrong?
- Defining responsibility for barriers that prevent things from going wrong.



# PERSONAL PROTECTIVE EQUIPMENT

Minimum for all of our projects:

1. WORKWEAR
2. SAFETY SHOES
3. HEAD PROTECTION / HELMET

## REMEMBER!

Protective equipment must always be appropriate for the work to be performed.

## ① WORKWEAR

Minimum clothing is long work pants and a t-shirt. Workwear should meet the design visibility requirements (class 1, 2 or 3), and clothing that provides visibility should cover at least the upper body.

## ② SAFETY FOOTWEAR

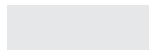
The shoes should be adapted to the scope of their use.

## ③ HEAD PROTECTION / HELMET

The helmet should be equipped with hearing protection, a chin strap, a headlamp and the name of the person. The helmet cannot be older than 4 years. Machine operators must have a helmet with them in the machine, and the helmet must be put on before they leave the machine.

Drawings and marker marks on helmets are not welcome.

## COLOR CODES ON HELMETS



Skilled worker



Leadership



Security  
representative



Visitors

## ④ OTHER PROTECTIVE EQUIPMENT

We have access to many types of protective equipment. If you or your colleagues consider such a need, please **contact your immediate supervisor**, or write at [personal@kinneberg.no](mailto:personal@kinneberg.no)

It is very important that the equipment is treated with proper care and returned after use.



## REPRESENTATIVE FOR SAFETY

We have several designated security representatives within the company.

They fulfill their role in the company in addition to their daily professional tasks.

The representative for safety safeguards the interests of employees in matters relating to the working environment. As the representative for safety, you must ensure that the business is organized and maintained and that work is performed in a manner that respects the safety, health and well-being of employees.

## SECURITY CHECKS

We carry out security checks on our projects to draw attention to risks at work.



## OSH/HMS CARD

**YOU HAVE YOUR  
PERSONAL HMS CARD.**

Always have it with you when working. You should always make sure that you are signed in or signed out so that we can account for who is on the project at any given time.



# NEW ON PROJECT

Upon arrival at the new construction site, please contact the construction management for registration.

You will then receive information about any special rules, applicable health and safety regulations, working hours, contact persons, etc.

## MAKE SURE YOU HAVE INFORMATION ABOUT THE PROJECT:

- Where can I find firefighting equipment?
- Where can I find first aid?
- Where can I find contact details for immediate assistance?
- Where can I find safety data sheets?
- Where is the assembly point in case of an accident?
- Are there any particular health and safety challenges on this project?

# ORDER AND CLEANLINESS

## PROPER ORDER AND CLEANLINESS HELPS TO:

- Prevent accidents and injuries
- Prevent fires
- Ensure good hygiene
- Provide a pleasant, safe and productive workplace

## ① LIGHTING

Proper lighting is essential to avoid accidents. All interior corridors and darkened rooms should be illuminated with lighting strips.

All lighting connections should be protected against water. Lighting equipment should be positioned to avoid glare.

The lamps should be checked, maintained and cleaned regularly.

## ② LADDERS

All ladders must be securely fastened at the bottom and/or top.



## SCAFFOLDING

Before use, all scaffolds with a working platform over 2 m should be inspected by qualified personnel and provided with approval marks at all access points.

After alterations, storms or other conditions that may have compromised the stability or strength of the scaffold, it should always be reinspected and approved.

During disassembly and conversion there should be affixed warning signs.

## INSTRUCTIONS FOR THE USE OF THE SCAFFOLDING

**Before using the scaffold**, the user must make sure:

- Whether the scaffolding has been checked and approved for use (marking).
- The scaffolding must be received and the scaffolding inspection report signed.
- Whether the scaffolding has a load class suitable for the work performed.

**When using the scaffold**, the user must ensure that:

- Foot railings, knee railings and handrails are not removed.
- Clamps, floorboards, etc. are not removed so as not to create holes in the scaffolding floor.
- The wall fixings are not removed.
- Waste, materials and equipment are not stored on the scaffolding.



# DUST

IF IT IS NOT POSSIBLE TO REDUCE THE DUST CONCENTRATION IN THE AIR TO AN ACCEPTABLE LEVEL, USE PROTECTIVE EQUIPMENT.

Dust can affect the mucous membranes of the respiratory tract, causing acute symptoms such as bronchitis and pneumonia. In the long term, prolonged inhaling of dust can lead to chronic lung diseases.

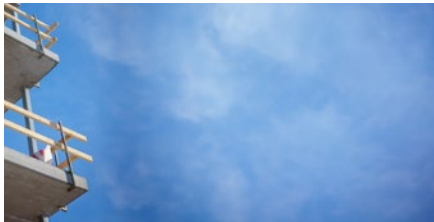
When airborne dust concentrations are high, measures must be taken to avoid or minimize dust problems. These measures may include regular watering or the use of other dust binding agents.

It is unacceptable to sweep inside the rooms with a broom, it is best to use a vacuum cleaner.

For greater cleaning, it is acceptable to use a brush on a stick.

Devices with built-in dust extraction should be used.

The limit values for the amount of dust in the air vary depending on the type of dust.



# PHYSICAL BARRIERS

Barriers are measures designed to minimize the risk of accidents or injury.

Examples are railings, cleavers, protection for cutting disc, etc.

Such barriers should not be removed or broken, they are there for you and your colleague.

If you see examples where such barriers are damaged or broken, they should be repaired immediately. This is very important for accident prevention.



## GOOD EXAMPLE

Rebars protruding without protection pose a great risk and can cause serious injuries. The risk should be minimized by applying safeguards.

Never pass by it indifferently, think about yourself or another person.

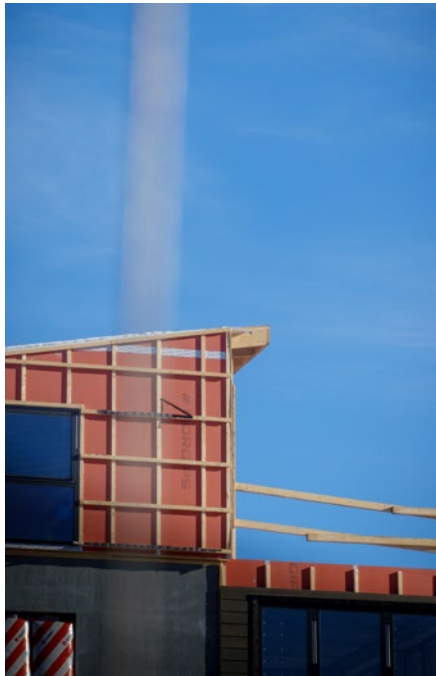


# EXTERNAL ENVIRONMENT

We must take our surroundings into account when working.

We should minimize any impact on the external environment and avoid any unnecessary damage that may be caused to it.

Every person has an obligation to participate in environmental work.







# WASTE MANAGEMENT

Good waste management means planning to minimize the amount of waste and sorting the waste that arises.

**HAZARDOUS WASTE SHOULD NOT BE MIXED WITH OTHER WASTE BUT DISPOSED IN SPECIAL CONTAINERS.**

All waste must be sorted and placed in labeled containers. The purpose of segregation is to facilitate recycling. Separating waste is important for environmental reasons, but also because it is economically beneficial and because in this way we have cleaner, safer and more efficient workplaces.



# ENERGY CONSUMPTION AND EMISSIONS

Energy consumption has a negative impact on the climate through the emission of greenhouse gases.

It is important to give priority to solutions that limit and minimize energy consumption, in particular the consumption of fuels and electricity, and the amount of waste.

Example solutions:

- Insulated containers
- Energy-saving lighting
- Logistics/driving technique
- Avoiding of idling
- Modernized/new machine park
- Energy efficient buildings/barracks
- Energy efficient heating of the construction site

# USEFUL INFORMATION

FOR KINNEBERG EMPLOYEE



When you start working at Kinneberg, you will receive the right equipment at your disposal.

All inquiries regarding personal equipment, clothing, leave or salary should be addressed to [personal@kinneberg.no](mailto:personal@kinneberg.no)

Other inquiries should be addressed to your immediate supervisor on the project.

Everyone must enter working hours every day. Hours are blocked every Saturday due to invoicing. Write what you worked on in the comment field.

The cars, the work clothes and the tools are the property of Kinneberg and should not be used for personal purposes. Everyone is responsible for keeping things tidy and clean so that the business appears neat and serious.

You can apply for an advance on your salary once a year.

We as the company and a colleague have absolutely zero tolerance for the following situations.

- 1 STEALING FROM THE COMPANY OR A COLLEAGUE**
- 2 USE OF INTOXICANT AT WORK**
- 3 MOBING OR HARASSMENT**
- 4 SERIOUS VIOLATIONS OF OUR SECURITY POLICY**

If you breach any of these points, you may risk disciplinary summary dismissal.

As a member of Kinneberg, you are a part of a talented team.

We are highly respected in the industry, we have a strong executive force and a good labor supply.

Our competitiveness is based on the good work that everyone does every day, so that we can grow and become the absolute employer or supplier of choice.

We want to develop people who work with us in the team. We want everyone to feel good at work and come home every day.

If you have a friend who fits this winning team, they can contact us at: [personal@kinneberg.no](mailto:personal@kinneberg.no)

# PREPARATION / FIRST AID

## IN CASE OF AN ACCIDENT WITH BODY INJURY

1. Secure the scene, limit the consequences.  
Also take care of your own safety
2. Call for help: Call **113** for an ambulance.
3. Start first aid.
4. Inform management.
5. Fence off the scene, keep people away.
6. Direct people who are not actively involved at the scene to the agreed assembly point.

## IN CASE OF FIRE OR EXPLOSION

1. Call for help:  
Call 110 for the fire department.
2. Start extinguishing if possible.
  - a) in the event of a fire at the power sources, **do not use** water or powder until the power is turned off.
  - b) In the event of an explosion hazard, immediately evacuate the area.
3. Assess the risk of fire spreading.  
Try to limit it.
4. Evacuate the area if necessary.
5. Inform management.

Our construction sites  
are open for deliveries on  
weekdays from **07:00-16:00**.



## INSTRUCTIONS FOR DELIVERY AND COLLECTION OF GOODS

– for yours and others' safety

## **AS A DRIVER, YOU ARE RESPONSIBLE FOR THE PROPER AND SAFE TRANSPORTATION, LOADING AND UNLOADING OF GOODS.**

We reserve the right to deny you access to or expel you from the project if you do not follow these safety instructions. If conditions justify that, deliveries can also be sent back without unloading for reloading at no cost to Kinneberg.

### **In order to be able to deliver goods to us, the following requirements apply to you:**

- Contact the project by phone/SMS before entering. If phone do not answer, send an SMS.
- You must wear high-visibility workwear, a helmet, safety glasses, gloves and safety shoes the whole time throughout your stay on site.
- You must have a helper/signalman when reversing if reversing cannot be done safely.

- Vehicle over 3.5 tons, must be equipped with reversing lights and an acoustic signal that is activated automatically during the manoeuvre.
- Secure the danger zone around the vehicle, the lifting zone and the offloading area.
- If the unloading site is uneven, you need to adjust the position of the vehicle so that the load is stable.
- Make sure that there is no snow or ice between bundles and packages, or that the goods are not frozen. Before unloading, remove snow and ice from the truck bed and the load itself.
- Check the load to make sure it has not shifted and can be safely released.
- Only you as the driver should unlock and remove the safety straps.
- The load must be attached and handled in such a way that it is stable throughout the lifting operation. The rigger should have documented safety training.
- Ensure that the load remains stable after unhooking.
- If assistance is needed for unloading, such as renting a crane, etc., this must be agreed with the site manager no later than 24 hours before arrival.

## 1. LOOK FOR SIGNS OF LIFE

Check consciousness:  
Gently shake the  
shoulders.  
Call out loud.

Clear the airways.  
Check if breathing is  
normal. If in doubt,  
call **113** immediately.



### Recovery position:

Only when breathing normally  
for a full minute.

## 2. GET HELP - CALL 113

Get help from others to get a defibrillator.

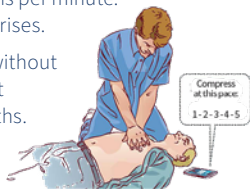
Then use the loudspeaker function of your  
mobile phone. Follow the advice given by **113**.

## 3. START CPR 30:2

Compress the chest down about 5 cm at  
a rate of 100 compressions per minute.  
Blow only until the chest rises.

Do chest compressions without  
interruption if you cannot  
combine them with breaths.

Continue until someone  
else can replace you.

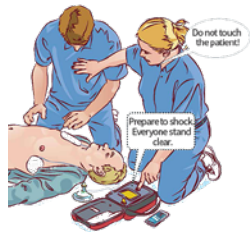


## 4. TURN ON THE DEFIBRILLATOR AND APPLY THE ELECTRODES.

Follow the instructions of the defibrillator.

Continue CPR while  
turning on the  
defibrillator and  
applying pads.

One electrode below  
the patient's right  
clavicle. One electrode a  
hand's width below the  
patient's left armpit.







**32 07 54 50**

**post@kinneberg.no**

<b>Ambulance</b>	<b>113</b>
<b>Police</b>	<b>112</b>
<b>Fire Department</b>	<b>110</b>
<b>Emergency Medical Center</b>	<b>116 117</b>

**Work Inspection (Arbeidstilsynet)**

**73 19 97 00**

**The Norwegian Directorate**

**for Civil Protection (DSB)**

**33 41 25 00**

**Toxicological Center**

**22 59 13 00**