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| **Procedure** |  Et bilde som inneholder tekst, utklipp  Automatisk generert beskrivelse |
| Checklist for HSE training for external personnel in Skagerak Kraft projects |
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| Auditor | Hilde Irene Brødsjø | Approval date | 02.06.2022 |

# PURPOSE

The purpose of this checklist is to help project managers and others gain an overview of HSE topics in which it may be relevant to provide training before external personnel (contractors, suppliers, hired personnel etc.) are given permission to work at Skagerak Kraft’s installations.

# SCOPE

In addition to general HSE e-learning, all external personnel (contractors, suppliers, hired personnel etc.) must have completed documented training in specific HSE topics before the job can start.

The training will vary depending on the nature, duration and degree of autonomy with which the work is performed, but must always include appropriate training in SK’s internal procedures.

The content of the training must be established based on the procedure “HSE training for external personnel who are to work at Skagerak Kraft AS”, as well as a risk assessment for the work assignment.

# RESPONSIBILITIES

3.1 The Head of Section Quality & HSE is the document controller.

3.2 Each line manager/project manager is responsible for ensuring that hired personnel have completed the necessary training, and that this has been documented.

3.3 The HSE Adviser or Deputy Installation Manager is responsible for providing training to the hired personnel who perform the role of Work Controller (WC) if applicable.

3.3 Each line manager is responsible for ensuring that all training is documented, and that documentation is archived.
Documentation of training that is not logged in a separate system must be archived in 360 under case 16/0024. Examples of dedicated systems with archiving include “Accompanied technical inspections” in Delta and HSE E-learning in Training portal.

# CHECKPOINTS

See the table on the next page.

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| Training topic | Procedures/routines at Skagerak Kraft | Established in regulations/legislation |
| General HSE training for external personnel who are to work at Skagerak Kraft AS | E-learning |  |
| Clothing and use of personal protective equipment | Use of personal protective equipment – Skagerak Kraft  |  |
| Work that requires the use of fall-arrest equipment | Work at height – Skagerak Kraft | Regulations concerning the performance of work Sections 17-21 – 17-23 |
| Scaffolding | Work at height and work that requires the use of fall-arrest equipment | Regulations concerning the performance of work chapter 17 |
| Working environment, safety and external environment | OHS plan Environmental follow-up plan for the project |  |
| Work in cisterns/sumps and confined environments | Work in cisterns/sumps and confined environments – Skagerak Kraft |  |
| Confined conductive environments  | Procedure for use of portable electrical equipment in confined conductive environments  | NEK 400:2014, NEK 400-7-706, NEK 400-4-41, Normguide 2014  |
| Battery/battery compartments, live working  | Batteries and battery compartments |  |
| First-aid equipment | There are no special instructions for this area, rather the content must be assessed from project to project |  |
| Boats  | Use of boats – Skagerak Kraft |  |
| Travelling over rough terrain and in remote areas | Travelling over rough terrain and in remote areas |  |
| Diving work | Check that relevant personnel are sufficiently qualified; see e.g. the Norwegian Labour Inspection Authority’s fact sheet on diving, and various regulations at Lovdata.no |  |
| Excavation work  | Check that the relevant personnel are sufficiently qualified (e.g. machine operator licence) |  |
| Cable-firing device/cable cutter  | Check that the relevant personnel are sufficiently qualified  |  |
| Use of chemicals  | Handling chemicals – Skagerak Kraft |  |
| Asbestos |  | Regulations concerning the performance of work  |
| Approved in WC  | Instructions for the Work Controller and the Appointer of the Work Controller |  |
| Cranes  | Check that the relevant personnel are sufficiently qualified  |  |
| Independent access | Checklist for access for external personnel |  |
| Work in the vicinity of energised power lines (30 m)  |  | FSE regulations |
| Chainsaws  | Use of personal protective equipment at Skagerak Kraft |  |
| Hydraulic systems, pressurisation of new and refurbished installations  | Safe work using hydraulic equipment |  |