

PART 1 - REQUIREMENTS

1.1 HSE IN OIL SPILL RESPONSE OPERATIONS

HSE must be an integral part of all oil spill response work. An oil spill response operation is a measure to mitigate environmental impact as a result of an oil spill. A fundamental principle of incident management is that the action taken in connection with oil spill response exercises and operations does not cause harm to life and health.

The main objectives of the HSE work during oil spill response operations and exercises are in order of priority:

- No harm to human life and health
- The clean-up operation must not cause further damage to the environment
- Equipment and material must not be damaged

The primary means of achieving these HSE objectives are:

- Correct prioritising between oil spill response tasks and risk-prevention measures
- Compliance with HSE requirements
- Open dialogue between all personnel involved
- Conduct on-going risk assessments
- Take care of each other

This requires that the operation management establishes the necessary guidelines that assign responsibilities and ensure efficient follow-up and control of the risk factors in the workplace, including:

- Providing good information and training to personnel involved
- Identifying, assessing and reducing risk factors associated with activities during the operation
- Establishing a real-time reporting system
- Checking and following-up HSE during all phases of the operation
- Following-up that all personnel have the necessary knowledge and skills to perform their duties



1.2 HSE requirements

The requirements set in this document form the basis for systematic HSE work during oil spill response. The requirements have been based on regulatory requirements and the liability of the operation management.

These requirements constitute a minimum in connection with oil spill response and apply to coastal preparedness and vessels. Operating companies, municipalities (IUAs) and the Norwegian Coastal Administration (NCA) may have additional requirements over and above these.

1.2.1 General requirements

General requirements to be followed during every operation:

1. All personnel involved must comply with the HSE requirements in this document and requirements issued by management personnel pursuant to laws and regulations and must also implement the HSE measures the individual is accountable for.
2. All personnel involved must have received an introduction to HSE based on the HSE manual.
3. Information regarding relevant laws and regulations, internal requirements and instructions must be available to all participating parties.
4. Risk assessments must be made and documented before the work starts in the shoreline area and on-board vessels.
5. The operation order must assign responsibility for HSE in workplaces with multiple employers and define how these should cooperate and share tasks.
6. Safety delegates must be appointed for the work and they must be familiar with their duties.
7. The need for personal protective equipment must be identified through product safety data sheets and risk assessment.
8. The necessary personal protective equipment must be provided and used.
9. There must be product safety data sheets for all chemicals relevant to the operation and these must be available to everyone involved.
10. A plan for emergency measures in the event of illness / injury to personnel must be prepared before the work starts.

1.2.2 Requirements for management

Special requirements for the operations management

The operations management has primary responsibility for HSE during the operation, and must, among other things:

1. Allocate the necessary time and resources for the operation to be conducted safely.
2. Establish an HSE system for the operation, where, among other things, HSE objectives and measures are described. This must be shown in the action plan.
3. Ensure that an overall risk assessment is made.
4. Ensure that the HSE work is followed-up through safety inspections, a real-time non-conformance and improvement system and focus on HSE during all phases of the operation.
5. Notify the relevant authorities in the event of accidents.

Requirements for management personnel on all levels

Taking care of HSE is a management responsibility that applies to all levels.

1. All supervisors must be familiar with the laws and regulations applicable to their work, and the requirements with associated guidelines given in this document.
2. HSE objectives and measures must continue in operation and oil spill response orders.
3. Risk must be continuously assessed and documented.
4. The necessary personal protective equipment must be available and in good working condition.

1.2.3 Requirements for protection of personnel

Response personnel must not be exposed to unnecessary risk or hazardous working conditions.

1. Personnel must be allowed adequate rest so that they can perform their tasks in a safe manner.
2. Special measures must be considered when working in poor visibility and / or extreme weather conditions. As a general rule, no work should be carried out in the dark.
3. If it is likely that response personnel may be exposed to an extreme situation (e.g. victims floating in the sea), extra measures must be taken.

1.2.4 Risk assessment requirements

Risk assessments carried out to ensure the safety of the response personnel.

1. A risk assessment must be made before the work starts and this must be documented.
2. Information must be obtained regarding the type of oil and its properties.
3. A toolbox talk must be held before and after each work operation.
4. A Job Safety Analysis (JSA) must be conducted for activities where the risk is considered to be high.

1.2.5 Advance depot requirements

The advance depot must be able to serve several functions. Therefore, there will be additional HSE requirements that must be met.

1. Facilities and space must be arranged to provide a meeting place, catering and place for the response management and crews to rest.
2. A cleaning station must be established for response personnel and material. Waste from this activity will be managed in accordance with the waste management plan.
3. A depot must be established for receiving, handling and onward transport of the contaminated masses.
4. To prevent secondary contamination, there must be designated and signposted clean and unclean areas.
5. HSE information must be available and visible.
6. First aid equipment and fire extinguishers must be readily available.

1.2.6 Requirements for the oil spill responders

1. A risk assessment and toolbox talk must be conducted and documented.
2. An undesirable incident (RUH) / non-conformance report form must be available.
3. The oil spill response area must be divided into a clean and unclean zone, which is marked and if necessary sealed off.
4. Contaminated masses must be handled in accordance with the waste management plan.

1.2.7 Reporting requirements

Experiences made must be used to prevent accidents and improve safety.

1. All injuries, near misses and hazardous situations must be reported to the immediate superior.
2. All participating units must report HSE non-conformance and proposed improvements. The HSE status must be reported daily in the status reports.
3. Serious injuries to personnel who participate in the oil spill response must be reported immediately to the relevant authority, as well as through internal reporting systems.

1.2.8 Communication requirements

Communication is an important part of the response personnel's safety.

1. A communication plan must be developed for the whole operations organisation.
2. The necessary training must be given in use of communication equipment and procedures.
3. It must be possible for all individuals to reach their immediate superior at all times and in all locations via the communication system.
4. The communication equipment must be function tested before the work starts.