DNV management system

Health and Safety

DMSG-13-P1 Health and Safety

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	Resp. unit/Author:	**Reviewed by:**	**Approved by:**
	Group S&R	Head - Group S&R	CPO

Revisions in this document:

Rev. no.	Date	Description of revision
3	2023-07-13	Amendments in Section 2.1 emphasizing employees and line managers obligations related to work scheduling and planning to manage fatigue and resilience.
2	2023-01-03	Crisis management moved to an independant process. Overall review and updates to align with the S&R policy and other governance documents.
1	2021-02-19	GSS IT's role in handling IT infrastructure and information security related crisis clarified in section 2.5

1 OBJECTIVE

The objective of the document is to define principles and requirements related to the management of the Safety, Occupational Health and Resilience of DNV employees and those who work for and on behalf of DNV.

2 PRINCIPLES AND REQUIREMENTS

2.1 Safety, occupational health and resilience

PRINCIPLES

- No work is so urgent or important that we cannot take the time to do it in a way that is safe and healthy.
- Employees and those working on behalf of DNV feel confident and empowered to stop work and to intervene where inappropriate behaviours or unacceptable conditions related to safety and health at work are encountered.
- DNV supports openness and active engagement on safety, health and resilience matters, empowering all employees who work for or on behalf of DNV to look after themselves and each other.
- Line Managers and employees shall plan and schedule work to minimize exposure to situations with a high risk of fatigue.

- DNV ensures that risks to safety, occupational health and resilience are managed and that areas for improvement are prioritized.

REQUIREMENTS

- Employees and those working on behalf of DNV are expected to continuously assess the risk relating to their safety and occupational health.
- Employees and those working on behalf of DNV are responsible for taking the necessary actions to protect themselves and others from harm.
- DNV shall provide employees and those working on behalf of DNV with the necessary support, tools and resources to facilitate and manage safety and occupational health risks.
- Line managers are responsible for encouraging and actively engaging employees in the management of the employees' safety and occupational health.
- Work hours shall be in compliance with the local regulatory requirements.
- In addition, planning of work activities shall reduce the potential for fatigue to foster employee resilience. The measures include, but are not limited to, incorporating regular breaks, limiting the number of consecutive night shifts, and allowing for sufficient hours of rest within a 24-hour period.
- Employees shall be encouraged to make use of available tools, training and resources to develop their individual resilience and to stay fit for work.
- Employees and those working on behalf of DNV are responsible for recording hazards, near misses and incidents that affect or could affect the safety, health and resilience into Synergi Life.
- Line Managers shall respect, use and act upon employee feedback in order to improve safety, occupational health and resilience-related support, tools and resources in DNV.
- Line Managers shall actively work to avoid and limit exposure to psychosocial stressors.

REFERENCES

Safety & Resilience policy
Resilience framework landing page
Synergi Life case registration
Incident and hazard investigation for Synergi Life cases

2.2 Field work, laboratories and test sites

PRINCIPLES

- Employees and those working on behalf of DNV are provided with the necessary training, support, tools and resources to facilitate and manage the safety and occupational health-related risks associated with work in the field, laboratories and test sites.
- Human factors are considered when planning and undertaking field work and laboratory/test site work.

REQUIREMENTS

- Business areas shall provide instructions, guidance or similar for managing field work health and safety risks and how to exercise the authority to stop work.
- Employees and those working on behalf of DNV who are involved in activities that have the potential for fatal or other serious consequences, shall have the required competence, capability and training to undertake the work.
- PPE shall be made easily available to all employees and those who work on behalf of DNV.
- Laboratories/test sites shall maintain documented arrangements for the efficient and effective management of occupational health and safety risks, for legal compliance as well as for improvement measures.
- Laboratory/test site infrastructure, equipment, processes and emergency arrangements shall be maintained, monitored and reviewed. Particular attention shall be given to occupational health and safety-critical operations and the management of change.
- Risk assessments shall be performed to determine what action is required to reduce risk related to safety and occupational health to an acceptable level.

REFERENCES

Maritime Quality and Safety
Energy Systems HSE

2.3 Travel and driving

PRINCIPLES

- Employees and those working on behalf of DNV are responsible for assessing whether they are fit for travel, and they shall adequately assess the safety and health risks associated with traveling and driving.
- Employees and those working on behalf of DNV are provided with the necessary training, support, and resources to facilitate and manage the risks associated with travel and driving.

REQUIREMENTS

- Employees shall use the DNV travel portal to identify travel restrictions and health requirements for their country of destination, and follow DNV's travel approval procedures.
- Recommendations for hotels, taxis, and public transport should be requested from local DNV offices, designated travel agencies or the customer.
- Booking of travel and accommodation shall only be made through designated/DNV approved travel agencies. The customer may make the travel arrangements for low-risk destinations.
- Employees shall download the ISOS app and regularly check-in through the app when travelling.
- Employees shall consult the Country Chair about travel to regions that DNV and/or ISOS have identified as high risk.
- Employees who experience an emergency safety and/or medical situation while in the country of travel, shall contact the insurance company and ISOS, in addition to their line manager and/or Country Chair and/or local DNV office if present.

- Before driving, employees shall consider whether they are fit to drive safely and make alternative arrangements if necessary.
- Driving under the influence of alcohol and/or illicit drugs and medication is prohibited.
- Safety belts shall always be used.
- Texting, e-mail handling, and web surfing while driving is prohibited as mobile phones should not be used for these purposes whilst driving.
- No more than 50% of the EC, ELTs, and teams/units travelling together should travel on the same flight.

REFERENCES

ISOS landing page
Travel pages

2.4 Risk register and risk assessment

PRINCIPLES

- No activity shall be undertaken unless associated risks have been identified and reduced to an acceptable level.

REQUIREMENTS

- Risk assessments shall be undertaken at the planning stage of activities and documented, and, to the extent possible, involve people associated with the activity.
- Group People Safety and Resilience is responsible for the hazard identification and risk assessment process associated with aggregated field and common operations (office, travel and driving), as generated from the risk assessments delivered by the BAs and GSS.
- BA HSE and laboratory/test site managers are responsible for the hazard identification and risk assessment process associated with work in the field and in laboratories/test sites.
- GSS are responsible for country-level hazard identification and risk assessment associated with common office operations, travel and driving.
- An HSE (Health, Safety, Environment) risk register shall be maintained, as a minimum, at the BA level for field issues and at country level for common risks.
- Synergi Life shall be used as a tool for recording risks.

REFERENCES

Synergi Life

2.5 Management of legal compliance

PRINCIPLES

- DNV shall, as a minimum, comply with all relevant Safety and Health legislation in all our countries of operation

REQUIREMENTS

- Within each country, there shall be mechanisms in place for GSS to ensure:
  - Identification of HSE legal requirements applicable to DNV in each country (across business areas)
  - Communication of applicable requirements to concerned functions/units for review and actions as necessary
  - Evaluation of the compliance status at defined intervals and documentation, as appropriate
  - Reporting compliance or non-compliances to stakeholders as required legally or otherwise
- The Business Areas are responsible for ensuring compliance for operational matters (i.e., field and laboratory risks).
- The Country Chair function is accountable for confirming compliance with all relevant HSE legal requirements in a country. GSS is responsible for supporting Country Chairs in documenting compliance for common risks.

REFERENCES

HSE Roles and Responsibilities

2.6 Competence and training

PRINCIPLES

- The competence level of employees and those working on behalf of DNV shall be appropriate to safety, occupational health and resilience risks associated with the tasks performed.

REQUIREMENTS

- All employees and those working on behalf of DNV shall complete the Basic Safety and Resilience Course, which is to be repeated every five years.
- Provision shall be made to maintain and develop competence on safety, occupational health and resilience.
- Safety, occupational health and resilience competence and training requirements shall be identified.
- Managers shall ensure that employees and those working on behalf of DNV meet training requirements for safety and occupational health, and that an appropriate level of supervision is provided.
- Individual training records of DNV employees shall be available in Partner.

REFERENCES

My Learning

2.7 Continuous improvement

PRINCIPLES

- We aim to improve our safety, occupational health and resilience performance through:
    - Setting objectives that are appropriate to the nature of our activities and through the implementation of plans to achieve these objectives
    - Measuring and monitoring the efficiency and effectiveness of our key processes and implementing improvement initiatives
    - Using incidents, including near misses, as an opportunity to learn from the experience
    - Employee consultations and active employee involvement

REQUIREMENTS

- Our safety, occupational health and resilience improvement objectives shall be aligned with our overall sustainability goals and ambitions.
- Periodic reviews shall be carried out of safety, occupational health and resilience performance, achievement of objectives and status of implementation of plans.
- Work-related incidents, near misses and ill health related to occupational health and safety shall be reported and followed up in Synergi Life. This includes cases related to stress.
- Corrective actions shall be in line with the potential consequences of the incident or non-conformities encountered and the effectiveness of these actions shall be checked.
- System/process/project audits carried out by Group/BA functions shall include office tours that cover the full scope of safety, occupational health and resilience.
- Managers shall promote open and two-way engagement in the improvement of occupational health and safety in DNV.

REFERENCES

Synergi Life
HSE Gateway
Resilience Gateway