Attachment to Coordination Agreement

**Yearly schedule for HSE coordination – *keywords and content suggestions***

**HSE processes**

* Schedule (dates for) joint HSE processes
* Responsibility for following up on the action plan and closing measures after HSE processes

**Risk assessments**

* Schedule (dates for) joint risk assessments (lab every 3 years, new equipment)
* Responsibility for following up on the action plans and closing measures after risk assessments

**Emergency and evacuation drills**

* Agreement to carry out drills

**Joint meetings**

* Schedule (dates for) meetings – who summons the meetings and who participates?
* Suggestions for AGENDA
  + Status and follow-up on joint HSE processes and risk assessments
  + Future plans
  + Review and follow-up on HSE nonconformities
  + Training – status and new needs
  + HSE challenges (handling chemicals, access control, protective equipment, safety measures)
  + Access control/regulation
  + Protective equipment and safety measures
  + Follow-up on inspections, revisions etc.

**Procedures and systematic HSE work:**

* Notification lists and emergency preparedness
* Procedures for updating the room card database
* Procedures for updating the substance index
* Procedures for granting access
* Unwanted incidents – reporting procedures and follow-up
* Joint project room
* System for training of personnel working at the lab/workshop
* *[Other local procedures/routines]*

Approved by the Director of HSE – 15 October 2019 – HMSV1704B