

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
 - o Status and follow-up on joint HSE processes and risk assessments
 - o Future plans
 - o Review and follow-up on HSE nonconformities
 - o Training – status and new needs
 - o HSE challenges (handling chemicals, access control, protective equipment, safety measures)
 - o Access control/regulation
 - o Protective equipment and safety measures
 - o 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]*