



Photo: Lars Henrik Smedsrud

# HEALTH, SAFETY, ENVIRONMENT AND THE EXTERNAL ENVIRONMENT

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ACTION PLAN 2024 – 2026 // [Faculty of Mathematics and Natural Sciences]

# A GOOD WORKING ENVIRONMENT FOR EVERYONE

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The University of Bergen (UiB) shall have a culture in which health, safety, the environment (HSE) and emergency preparedness are preventative and health-promoting. This means that UiB must ensure:

- a fully satisfactory working and learning environment
- diversity, openness, and inclusion
- accessible, functional, and safe workplaces and buildings
- continuous and systematic HSE work through the active participation of employees, safety representatives and leaders.

This means that HSE must be clearly organised at all levels and that the working environment must be surveyed, risk assessed and followed up in accordance with regulatory requirements and internal rules.

## **HSE – a shared responsibility**

The working environment is created through day-to-day interaction and dialogue. All staff and students have a responsibility to actively participate in this. Employees and students must have the necessary training and sufficient expertise to manage HSE challenges within their own work and study situation.

HSE is a leader responsibility at all levels and is an integral part of all leadership. Safety delegates fulfil a supervisory function and are collaborators for the leaders. It is important that both leaders and safety delegates have good expertise in systematic HSE work. The employer shall ensure assistance from The Occupational Health Service in the work environment work triggered by the risk conditions that has an impact on work health.

Clear roles and responsibilities with a mutual understanding of and respect for the various functions, clear organisation of and predictability in the work are prerequisites for sustaining and developing a good working and learning environment. The university's leaders, safety delegates, staff and students must, together, actively contribute to the development of the working environment.

## **HSE - goals**

The Action Plan for Health, Safety, and the Environment at UiB, 2023-2026 is based on the university's strategy 2023-2030 "Knowledge That Shapes Society" and includes three HSE goals:

- A. Good and inclusive working communities
- B. Safe and functional workplaces
- C. Good safety culture and emergency preparedness

The Faculty of Mathematics and Natural Sciences (MN) will prioritise the same three areas of effort during this period. The faculty will focus on risk assessment and follow-up of risky working environments. This has its background in the specific HSE challenges the faculty has, with extensive laboratory activities, voyages, and fieldwork.

The faculty includes the focus areas D: Systematic HSE work, and E: External environment.

The HSE "annual cycle" is attached as support for the systematic HSE work at the faculty.

## **Information about HSE at UiB**

- Rules and Regulations for UiB: [regler.app.uib.no](https://regler.app.uib.no)
- The HSE Gateway: [uib.no/en/hms-portalen](https://uib.no/en/hms-portalen)
- Information about HSE at The Faculty of Mathematics and Natural Sciences: <https://www.uib.no/en/matnat/52745/health-safety-and-environment-hse>

**PRIORITY AREAS FOR HEALTH, SAFETY AND THE ENVIRONMENT FOR THE PERIOD 2024–2026**

<b>A. PRIORITY AREA: GOOD AND INCLUSIVE WORKING COMMUNITIES</b>			
<b>UiB must have a strong and vibrant university democracy. Good procedures, channels and meeting places for communication will ensure participation. Generosity, openness, diversity, and dialogue are to characterize UiB's working community internally and in collaboration with our surroundings. UiB has a strong international profile that includes colleagues and fellow students from all around the world. The working environment shall be inspiring, inclusive and health promoting, and the integrity and dignity of the individual should be safeguarded. This requires good understanding of and insight into conditions that affect our working and learning environment among all our employees, students, and leaders.</b>			
<b>Sub-goals (UiB)</b>	<b>Main activities (UiB)</b>	<b>Faculties measures</b>	<b>Responsible</b>
<b>Sub-goal 1: UiB shall have a good psychosocial working environment</b>	Annually map and follow up the psychosocial working environment (HSE meeting) at all units.	Annual HSE meetings and annual surveys of the working environment (cf. annual cycle for MN).	Faculty/institute
	Develop tools and support for work with the psychosocial working environment, which must be put into use at all units.	Utilize and follow up on the results from work environment surveys at the units.	Faculty/institute
	Facilitate, conduct and follow up annual employee appraisals interviews for all employees, including clarifying local organisation and the follow-up of these.	Be mindful of the importance of physical presence for the psychosocial work environment and work towards presence for all employee groups.	Faculty/institute
	Conduct systematic safeguarding and follow-up for younger academic staff.	Conduct and follow up on annual employee appraisals interviews.	Faculty/institute
	Facilitate so that new employees are welcomed in a good way.	Facilitate good career development with a special focus on young researchers.	Institute
	Offer internationally recruited colleagues Norwegian language training promptly after employment and facilitate in a way that makes participation in the training easy.	Ensure good onboarding of new employees with a special focus on additional needs for internationally recruited staff.	Institute
<b>Sub-goal 2: UiB shall have an inclusive working environment</b>	Translate important information for employees into English.		Faculty/institute
	Strengthen the focus on diversity and inclusive working life by i.a.:  - strengthening leaders' competence within diversity and inclusive working life, sick leave follow-up and facilitation for individual employees.  - all units must put mental health and addiction prevention work, such as drug and gambling addiction, on the agenda for increased inclusion and to reduce the risk of exclusion.  - further development of data on life phases and sick leave to implement targeted measures for inclusion.	Strengthen the leaders' competence in diversity and inclusive working life and facilitation for employees.  Use existing arenas to strengthen the inclusive work environment.  Monitor sick leave and implement necessary measures as needed.	Faculty/institute  Faculty/institute  Faculty/institute
	<b>Sub-goal 3: UiB shall have transparent processes and good participation for a vibrant university democracy</b>	Manage and develop the university community's many organs, arenas, and meeting places that stimulate engagement, participation, debate and experience sharing internally at the units and across academic and organizational boundaries.	Use existing organs, arenas, and meeting places.  Documents of formal organs should be accessible for the employees.
<b>Sub-goal 4: UiB shall meet changes in a constructive manner</b>	Clarify responsibilities, roles, and tasks in the HSE and working environment work by: - training and information for leaders and all employees - further develop the arenas for information, participation, and co-determination at the units - set clear goals and carry out risk assessments in the event of changes.	Ensure good processes and participation in the event of changes.	Faculty/institute

**B. PRIORITY AREA: SAFE AND FUNCTIONAL WORKPLACES**

UiB has a large, demanding portfolio of buildings. The use changes regularly and new buildings are being built. The relevant requirements concerning good building standards, universal design, indoor climate, and ergonomics must be taken care of. Digital tools, scientific equipment and research and teaching facilities must be safe and functional both on campus and when working from elsewhere.

Sub-goals (UiB)	Main activities (UiB)	Faculties measures	Responsible
<b>Sub-goal 1: UiB shall ensure that the workplaces and buildings that UiB dispose and develops have proper, satisfactory working and learning environments that comply with current legislation and good participation processes</b>	<p>Establish and develop user-friendly workplaces on campus that contribute to good working conditions for carrying out the University's core activities and support functions.</p> <p>Map and follow up the physical working environment (HSE round) annually at all units. HSE rounds must also be carried out during renovations.</p> <p>Evaluate and follow up the use of the home office scheme for technical/administrative staff.</p>	<p>Good processes in area densification.</p> <p>Ensure good participation in the NGHS area development project.</p> <p>Conduct annual HSE rounds.</p> <p>Follow up the results after the ROS (risk and vulnerability analyses) based condition assessment conducted in Realfagbygget, Fysikkbygget, and generally in the NGHS area development project.</p>	<p>Faculty/institute</p> <p>Faculty</p> <p>Faculty/institute</p> <p>Estate and Facilities Management division in cooperation with the faculty</p> <p>Faculty/institute</p>
<b>Sub-goal 2: UiB shall have a good digital working environment</b>	<p>Develop good work processes and ensure that all employees have well-functioning work platforms and effective digital tools.</p> <p>Offer and strengthen the digital competence of leaders and employees with a user-oriented approach.</p>	<p>Increase the digital competence, including opportunities and challenges related to AI.</p> <p>Active participation in UiB's further development of digital support systems and development of processes related to digital transformation.</p>	<p>Faculty/institute</p> <p>Faculty/institute</p>

<b>C. PRIORITY AREA: GOOD SAFETY CULTURE AND EMERGENCY PREPAREDNESS</b>			
<b>UiB's work on safety and emergency preparedness must be founded on, among other things, preventative and systematic HSE work, good knowledge about risk conditions and good procedures when working both on and off campus. This will contribute to reducing the consequences of adverse events in order to safeguard our values in everyday work and in extraordinary situations.</b>			
<b>Sub-goal (UiB)</b>	<b>Main activities (UiB)</b>	<b>Faculties measures</b>	<b>Responsible</b>
<b>Sub-goal 1: UiB shall have a clear safety and emergency preparedness organisation</b>	Review responsibilities and roles to ensure a good and comprehensive emergency and security organisation.	Follow up UiB's emergency preparedness organisation.	Faculty/institute
	Regularly update and follow up risk and vulnerability analyses (ROS) related to safety and emergency preparedness.	Update and follow up risk and vulnerability analyses (ROS) related to security and preparedness.	Faculty/institute
	Carry out warning and emergency preparedness exercises and emphasise internal and external collaboration exercises.		Faculty
<b>Sub-goal 2: UiB shall have good understanding of HSE risk</b>	Carry out/update HSE risk assessments annually at all units and implement measures to safeguard employees' health, safety, and environment.	Conduct and update risk assessments and analyses related to all aspects of HSE.	Faculty/institute
		Evaluate, and if necessary, introduce shell protection and/or strengthen the barriers that prevent unauthorized access to values and hazard sources in MN's buildings, including information security and measures related to export control.	Faculty/institute
		Conduct risk assessment in advance of fieldwork, voyages, and special travels and implement necessary measures.	Faculty/institute
	Ensure good risk management through safe handling of biological and chemical hazards, as well as radiation sources.	Ensure good risk management through safe handling of biological, physical, and chemical hazards, as well as radiation sources.	Faculty/institute

<b>D. Focus Area: SYSTEMATIC HSE WORK</b>		
<b>Systematic HSE work is highlighted as central under effort areas B and C. To maintain good quality in the systematic HSE work, the faculty will continue the following measures:</b>		
<b>Sub-goals (MN)</b>	<b>Faculties measures</b>	<b>Responsible</b>
<b>Allocate funds for work environment and security measures.</b>	Maintain the allocation for "Health, Environment, and Safety" in the budget.	Faculty
<b>Meeting places for good HSE exchange</b>	Use the existing arenas at the faculty and the HSE annual cycle to continue and strengthen learning and to share experience related to HSE work.	Faculty/institute
<b>HSE measures and skills for students</b>	Ensure the training provided to students working in hazardous work environments.	Institute

**E. EFFORT AREA: EXTERNAL ENVIRONMENT**

As an addition to the faculty's HSE action plan, the faculty has included a separate action list for the external environment that will follow up UiB's "Action Plan for the External Environment" with the sub-goals: Environmental management, climate and transport, energy and waste, procurement and consumption, biodiversity, and pollution.

The faculty aims to implement the following measures:

Sub-goal (UiB)	Main activities (UiB)	Faculties measures	Responsible
<b>A. Sub-goal 3: Management at all levels shall pay attention to the external environment, climate- and environmental management</b>	The external environment shall be included in all leadership training and annual action plans.	Include the external environment as part of HSE action plans.	Faculty/institute
		Have good environmental measures included as one of the criteria for the faculty's HSE award.	Faculty
		Actively follow up UiB's travel policy.	Faculty/institute
<b>A. Sub-goal 4: Integrate work with the external environment into HSE work</b>	Work with the external environment shall be part of the HSE work at all units, in accordance with the Internal Control Regulations	Increase awareness that the external environment is part of HSE work.	Faculty/institute
<b>B. Sub-goal 2: Reduce CO2 emissions from UiB events</b>	As much as possible, choose local events, external suppliers with a low climate footprint, and menu options with a low climate impact.	Follow up UiB's policy.	Faculty/institute
<b>B. Sub-goal 3: Fossil-free internal transport</b>	When replacing vehicles, fossil-free variants shall be chosen.	Follow up UiB's policy.	Faculty/institute
<b>D. Sub-goal 1: UiB's procurements shall contribute to reducing harmful environmental impact and promote climate-friendly solutions where possible</b>	Set requirements in procurements, for example requirements that goods do not contain environmentally harmful substances, requirements for energy class, environmental certification, reduced packaging, long lifespan, and documentation on life-cycle costs.  Increased loyalty by using entered framework agreements.	Meet UiB's requirements for procurements.	Faculty/institute
			Faculty/institute
<b>D. Sub-goal 2: Emissions from goods and services shall be reduced by 40% (base year 2018)</b>	Reducing purchases/consumption is an effective way to reduce emissions. All units should consider whether a need can be met in other ways than through purchase.	Follow up UiB's policy.	Faculty/institute
		Follow up UiB's routines for source sorting and request environmental stations (for all types of waste) where this is lacking and is practical to introduce.	Faculty/institute
		Ensure that procurers/purchasers receive good training in environmentally friendly choices.	Faculty/institute in collaboration with the Procurement section
		Work for a high degree of reuse and recycling.	Faculty/EIA (Estate and Facilities Management division)
<b>E. Sub-goal 1: Area shall be reduced by 10% by 2030 (base year 2018)</b>	Requirements for area efficiency shall be implemented in all area management and in all construction projects.	Implement this in the NGHS project.	EIA/Faculty
<b>F. Sub-goal 3: UiB shall take social responsibility by phasing out environmentally and health-harmful substances.</b>	Develop a policy to substitute products and materials that contain microplastics, parabens, and other relevant substances, as well as environmentally harmful chemicals in laboratory contexts.	Follow up UiB's policy.	Faculty/institute
		Request environmentally friendly choices where this is lacking.	Faculty/institute
		Follow up the substitution obligation in accordance with UiB's policy (switch to less harmful chemicals).	Faculty/institute in collaboration and with help from the team for HSE and preparedness

## HSE annual cycle at the Faculty of Mathematics and Natural Sciences (MN)

<b>Always</b>	<ul style="list-style-type: none"> <li>• Report HSE non-conformities</li> <li>• HSE as a topic at management meetings</li> <li>• Risk assessment – perform and update</li> <li>• Provide HSE training (statutory course) for new managers and safety delegates</li> </ul>
<b>Monthly</b>	Network meetings for safety delegates
<b>Six months</b>	Joint meeting for the safety delegates and HSE coordinators
<b>Quarter</b>	<ul style="list-style-type: none"> <li>• Line manager meeting. Meeting between the faculty director, MN's main safety delegate (HVO), deputy HVO, and MN's HSE coordinator</li> <li>• Network meetings HSE coordinators</li> <li>• IDU (information and discussion committee) meetings where HVO is an observer</li> </ul>
<b>Yearly</b>	<ul style="list-style-type: none"> <li>• Preparedness exercise and ROS - perform and update</li> <li>• HSE-meeting (mapping - psychosocial working environment.) at all units</li> <li>• HSE-«round» (mapping of the physical working environment) at all units</li> <li>• Employee appraisal interview</li> <li>• Coordination agreements with collaboration partners</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Joint meetings buildings</li> <li>• Deadline for the departments to deliver the HSE annual report to the faculty</li> </ul>
<b>February</b>	Deadline for the faculty to submit the HSE annual report to UiB centrally
<b>March</b>	
<b>April</b>	The faculty's deadline for submitting the annual report to the "Miljøfyrtårn"
<b>May</b>	
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	Letter of invitation candidates HSE prize
<b>October</b>	Deadline proposals for candidates to the HSE prize
<b>November</b>	HSE seminar for the entire faculty and awarding of the HSE prize
<b>December</b>	

