

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

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