



Norwegian Coastal Administration

Safety Directive

SCOPE 2017

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1. NCA’s Health, Safety and Environmental-system

The Norwegian Coastal Administration, NCA, has the responsibility to make sure no one gets hurt during the SCOPE 2017 exercise. NCA is the principal company during governmental led acute pollution incidents providing NCA with the coordinated responsibility for Health Safety and Environment, here after called HSE.

NCA’s HSE system applies for all units participating in SCOPE 2017, with exception of the Danish, Swedish and German governmental vessels, as they follow their own HSE system. However, they should familiarize with NCA’s HSE system to make sure their own system is adequate. Participants that have a stricter HSE system, due to operational complexity, follow their common procedures.

NCA’s HSE-system consist of a HSE procedure and a HSE folder part 1, 2 and 3. Part 3, a handbook, will be provided in English for all participants in the SCOPE 2017 exercise. In the handbook, there are forms for performing risk assessment and a report system to document undesirable events. The complete HSE system is located on NCA’s webpage following this address: <http://www.kystverket.no/Beredskap/aksjoner/HMS/>. The webpage also contain additional useful attachments. However, these are documents in Norwegian.

NCA’s HSE system does not relieve anyone of his or her own responsibility to make sure no one gets hurt during the SCOPE 2017 exercise. All participants in this exercise are their own safety barrier and have an obligation to follow the HSE-system.

2. The HSE organization

Table 1 provides an overview of the HSE staff and their location during the Scope 2017 exercise.

TABLE 1: HSE STAFF AND LOCATION DURING SCOPE 2017.

Role	Name	Location	Contact information
HSE-responsible	Johan Marius Ly		00 47 95 70 93 35
HSE-leader	Birgitte Brockstedt Kvamme	Distaff Langesund	00 47 93 45 11 72
HSE-agent	Maren Bringsvor	OSC sea	00 47 92 49 67 53
HSE-agent	Vibeke Rasmussen	Observers	00 47 90 70 61 69
HSE-agent	Margrethe Høybakk	Horten – Incident Command	00 47 46 81 76 74
HSE-agent / Safety Representative	Kjersti Dale	Vessel support Langesund	00 47 91 35 26 32
HSE-agent / Safety Representative	Giedre Agurkyte	Krogshavn	00 47 99 55 17 82
HSE-agent / Safety Coordinator	IUA – Øystein Polland	IUA Incident Command	00 47 48 16 49 63
HSE-agent / Safety Coordinator	IUA - Monica Isaksen	IUA Incident Command	00 47 48 16 50 01
HSE-agent / Safety Representative	IUA – Roar Teigen	IUA Incident Command	-

The HSE-responsible has the overall responsibility for HSE during the SCOPE 2017 exercise.

The HSE-leader reports to the HSE-responsible and have the mandate to stop the exercise if necessary to prevent near misses or injuries. The HSE-leader also have the mandate to change the scenario and injects if deemed necessary to prevent undesirable events. An



example is to move the location of the exercise due to weather conditions. The HSE-leader will be in Distaff during the exercise.

The HSE-agents situated out in the field report to the HSE-leader. They also have the mandate to stop the exercise locally in field operations. Their responsibility are to control the compliance of the HSE-system in field operations.

HSE staff wears orange vests with “HSE” printed on the back.

Controllers are involved in each scenario. They also have the responsibility to control the compliance with the HSE-system and have the mandate to stop the scenario if necessary to maintain the personnel safety. They will be wearing orange vests with “CONTROLLER” printed on the back.

For vessels, the captain has the overruled responsibility and passengers shall follow the information given by the vessels crew. The captain also has the mandate stop the exercise if deemed necessary.

3. Risk assessments

Exposure to unnecessary risks during the SCOPE 2017 exercise is unacceptable. **Personal safety is the number one priority.**

Integrated in the planning of SCOPE 2017 are executing risk assessments. Document risk assessments performed for field operations in Project place. Syndicate leaders must perform review of the risk assessments prior to start of the exercise as part of a safety brief. Risk assessments form are in the handbook or on the NCA’s webpage. There is also a form available on Project place.

Prepare Safe Job Analysis, SJA, if deemed necessary. Guidance are located on the NCA’s webpage and on project place. The one on project place is in English provided by *The Norwegian oil and gas association*.

4. Reporting of Undesirable Events

All participants in the SCOPE 2017 exercise are responsible to report undesirable events to their nearest supervisor. Use the form in the HSE handbook to report injuries, near misses and improvement proposals. All supervisors / leaders are further to report all undesirable events to HSE-leader in Distaff as soon as possible (ASAP).

5. Communication

During the exercise, a contact list will be available. This list will describe important phone numbers and radio channels. This contact list will be in the exercise directive.

6. Preparedness in case of emergencies

Should a real incident occur during the SCOPE 2017 exercise resulting in injuries to personnel, all communications regarding this incident are initiated and terminated with the word: **NO PLAY**.

On scene commander coordinates cooperation with emergency services (113 on shore, JRCC on sea) and are responsible for forwarding a situation report to Distaff as soon as possible. Exercise paused or stopped if required.

The Norwegian Society for Sea Rescue will attend the exercise with one vessel during the Chem Sea Scenario. Their focus will be mainly on exercise safety at sea in case of an



emergency and can assist in evacuation of injured personnel at sea. They report to KV Nornen whom decides the need for the vessel in case of an emergency.

First aid equipment and stretchers are located on both shore and vessels. The position are marked with a first aid sign.

7. Stop exercise

If any situations occur out in the field, or personnel witness hazardous behavior that could result in an unwanted incident or injury, all personnel have the mandate to stop the exercise **locally**.

Exercise resumes when leader for the operation / scenario / inject are sure that adequate measures are put in effect.

If a serious situation occur that warrants a stop of the **entire** exercise, distaff immediately issues the order over the communication system using the phrase: **Stop exercise**. Exercise resumed by distaff using the phrase **“Start exercise”**.

If a situation calls for the need of an evacuation, use the phrase **“Evacuation”**. Evacuation routes should be prepared prior to the exercise.

Everyone attending the exercise must be familiar with these phrases.

8. Exercise areas

The exercise areas shall be blocked with cordons. No one can pass the cordons without the appropriate Personal Protective Equipment, PPE, and the permission from the on scene commander. This includes observers, press, VIP and evaluators.

Qualified staff are personnel with access to restricted areas during the exercise. They will be wearing white vests with **“QUALIFIED STAFF”** printed on the back. The vest allow them access to the exercise area but they are obligated to report to on scene commander and use appropriate PPE.

9. International resources

9.1 Vessels from Denmark, Sweden and Germany

The international governmental vessels attending the SCOPE 2017 exercise follow their own HSE system. However, they shall familiarize with NCA's system.

If vessels are to collaborate on the usage of equipment, they shall perform a risk assessment.

If any undesirable events occurs during the exercise, inform distaff ASAP.

9.2 EUCP team arriving on Norwegian territory

The EUCP team arriving in Norway follow NCA's HSE-system. Prior to field operations they must perform risk assessments, as part of their standard HSE procedure. The EUCP team reports to HSE-agents for a safety brief and evaluation of their own risk assessment before field operations. The need for additional PPE is part of the safety brief.

10. VIP and observers

The VIP and observers follow their own program. They will receive a safety brief and a HSE-agent including guides will follow them in the field. The guides will wear orange vests with “GUIDE” printed on the back.

11. Press and media

The press and media attending the exercise will receive a safety brief prior to entering the field. NCA personnel will follow them in the exercise area to maintain their safety. They will be wearing yellow vests with “PRESS” printed on the back.

12. Public

To maintain the safety of the public all exercise areas are closed. A security guard will make sure no one enters the exercise area without clearance. Areas that allow the public access shall be clearly marked.

13. Security

At several locations during the exercise, there will be security guards. All participants in the SCOPE 2017 exercise have their own ID-card for identification and access to exercise areas or restricted areas for some personnel. To avoid unauthorized persons entering the exercise area the participants must wear their ID-cards at all time.