



HEALTH, SECURITY AND ENVIRONMENT: MONITORING AND FOLLOW UP

The context for this page

The AGM in 2020 decided in favor of a Committee mandate.

The last paragraph of this mandate says: “Maintain the complex’s Health, Security and Environmental (HSE) responsibilities and fire safety according to the common standards of the region.”

The rest of this document describes how we aim to establish and maintain a culture for monitoring and acting as needed to ensure a safe, healthy, and environment-friendly complex.

Content

The main chapters are as follows:

1. The goal for the HSE policy
2. Main focus areas of HSE
3. Control and inspection areas
4. Checkpoints
5. Responsibilities
6. Limitation of liabilities
7. Defining the scope and initiating inspection rounds
8. Recording from HSE inspections
9. Follow up
10. Evaluation and improvement
11. Communication
12. Link to our HSE checkpoint-list

1. The Goal for the HSE policy

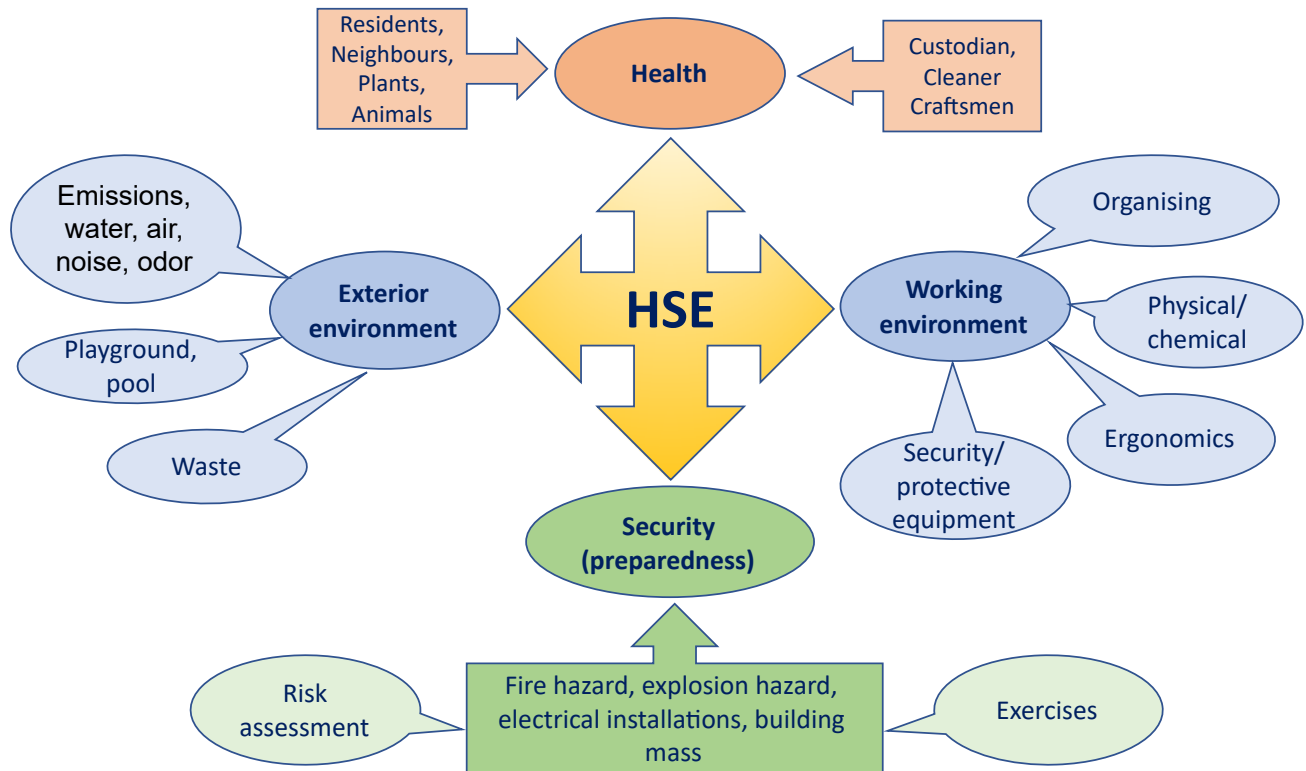
The goal is to minimize the risks for accidents and unfortunate incidents within the aspects of Health, Security and Environment, witch hereafter is shortened as HSE.

2. Main focus areas of HSE

The illustration below indicates what are normally the main focus areas of HSE and how they are related.

The next chapter shows how we have chosen to identify similar perspectives into control and inspection areas which are relevant in our community.

This will possibly be adjusted in the future to better reflect the regional rules and standards.



3. The control and inspection areas are divided as follows:

- General
- Electricity
- Chemicals
- Fire protection
- Gas
- Working environment
- Waste
- Water
- Building
- Pool area and playground
- Emergencies and major accidents

4. Checkpoints

For each of the areas listed above there is a list (or library) of possible checkpoints to

choose for each control and inspection round. A prioritised selection of checkpoints is done by the Management group.

Here is an example of one of the checkpoints from the Chemicals area: “An overview of types, volumes and placements is presented.” When such checkpoint is inspected and controlled, the inspectors conclude regarding the level of implementation:
OK, Minor weakness or Not OK.

5. Responsibilities

All parties of the La Colina complex have a shared responsibility for the implementation of our HSE Policy:

The Management Group (President, Vice President, Committee members, Administrator and Janitor) has a particular joint responsibility for the implementation of the HSE policy.

The HSE coordinator is a Committee member with the special assignment to carry out and lead periodic inspection rounds and deliver reports from these to the Management group.

The Administrator is responsible for:

Providing advice on local standards and typical adaptations for similar living complexes.
Providing records from control and inspection activities on relevant areas, such as gas inspection, Fire extinguishers and Lift inspections and other information pertinent to the HSE area.

The Maintenance & Repair Coordinator is a committee member who will provide support for relevant parts of the HSE controls and inspection rounds where there are overlapping follow up areas (such as electrical checks, pool & playground checks and otherwise when needed).

The Janitor should consistently join the HSE coordinator during the inspection rounds

The HSE standards for our vendors are listed in a separate document. .

The owners have their separate areas of responsibility, such as:

Fire safety in their own apartments

Disposal of dangerous waste

Reporting observations on damage or weakness on the building structures

Keeping the pool and playground areas safe by adhering to the rules

Reporting other observations that may impact our Health, Security and Environment

6. Limitation of liabilities

Given the overall goal to minimize relevant HSE related risks and the fact that the implementation of the HSE policy is a shared responsibility of all stakeholders, the introduction of this policy does not extend the legal or financial liabilities of the Management Group of La Colina in the areas of HSE. In other words, “we are all in the same boat” here.

7. Defining the scope and initiating inspection rounds

The Management group will have a common discussion in which relevant control and inspection areas and checkpoints are selected and prioritized, as well as the overall schedule for the inspection rounds.

The HSE coordinator will contact participants needed for each round and focus area and agree on a date, place and time for the inspections.

For contributors/participants which are instrumental for successful control and inspection rounds, see the 5. Responsibilities chapter above.

8. Recording from HSE inspections

When an inspection round is carried out, the HSE coordinator sends a report to the President, Committee, Administrator and Janitor. The report can be completed quickly by entering a few data items in the Inspection Round sheet or page.

9. Follow up

When the HSE inspection round report is received, the President should call for a meeting with the Management group to discuss the findings and agree on appropriate follow up actions.

The said follow up actions should be monitored and reported to the Management group until all actions are closed.

10. Evaluation and improvement

After each inspection round, the Management group should have an evaluation meeting, to consider if the ways of working, the selection and formulation of checkpoints etc. could be improved before the next HSE inspection round.

11. Communication

The owners will be kept informed about results and status on follow up actions, via separate newsletters or Committee minutes.

Together with the information about our HSE inspection rounds, the owners will also be

invited to ask questions, share their experience, and provide input in terms of ideas for improvement on how we are working with HSE.

12. **Link to our HSE checkpoint-list**

The Administrator and Committee has a separate HSE checkpoint-list for La Colina, which is stored in a separate document.