

# Coordination agreement

in accordance with the Working Environment Act § 2-2 and the Internal Control Regulations § 6

Main establishment<sup>1</sup>: \_\_\_\_\_

Cooperating establishment: \_\_\_\_\_

Which activities/areas are part of the coordination agreements: *[or specify in separate attachment]*:

## 1. Independent responsibility

Each establishment has an independent responsibility to maintain a completely safe working and learning environment for all employees and students. This includes:

- Systematic HSE work to maintain safety and welfare for employees and students
- Preventing health damages, negative environmental impact, nonconformities and accidents, as well as intentional unwanted incidents
- Assessing the impact of own HSE and safety measures with respect to the other establishment's activity and employees
- Ensuring control, maintenance, training and risk assessment of own equipment and activities
- Contributing to the creation of the yearly schedule of the coordination work (separate attachment)

Each establishment has a mutual duty of informing and notifying the other establishment. This includes:

- Sharing information about incidents that might be relevant for the other establishment
- Sharing experiences from incidents that might be relevant for the other establishment
- Sharing information about risk assessments and special risk objects. The parties have a mutual duty of information about risks related to their activity in the coordinated area.

## 2. Responsibilities of the main establishment

Ensure coordination of joint activities and activities in common areas. This includes:

- Making a yearly schedule of the coordination work (separate attachment)
- Creating documentation like requirements, procedures and emergency contact information
- Taking care of regular operation and stationary technical devices
- Implementing joint HSE and safety measures
- Making sure necessary protective equipment is present and used by employees, students and visitors
- Including the safety deputies in cases relevant to the working environment
- Initiating joint HSE processes, risk assessments and emergency preparedness exercises for common areas and activities

---

<sup>1</sup> Main establishment: When several establishments perform work simultaneously at the same worksite, there must be a main establishment responsible for coordinating the health, safety and environment (HSE) work at the worksite. The main establishment is either the stationary one, the one with the most employees at the worksite or the one with the most extensive work.

- Making sure that the access control to the coordinated areas are in accordance with the risk assessments and guidelines applicable to the area.

A detailed description is provided in section 4 or a separate attachment.

### 3. Responsibility of the cooperating establishment

Contributing to and ensuring that employees, students and visitors get the necessary information and training and follow the applicable requirements.

### 4. Scope and specific provisions

*[This section is for other agreed, local provisions, or you can refer to a separate attachment. Examples of this can be agreements about operation and regular maintenance of scientific equipment and stationary technical devices.]*

### 5. Duration of the agreement

The coordination agreement takes effect on the date it is signed by the parties, and applies until one of the parties withdraw from the agreement.

Date:

\_\_\_\_\_

Main establishment:

\_\_\_\_\_

Responsible manager:

\_\_\_\_\_

Safety deputy:

\_\_\_\_\_

Date:

\_\_\_\_\_

Cooperating establishment:

\_\_\_\_\_

Responsible manager:

\_\_\_\_\_

Safety deputy:

\_\_\_\_\_

### 6. Attachments

- Yearly schedule for HSE coordination
- *[or local agreement]*
- *[Other attachments]*