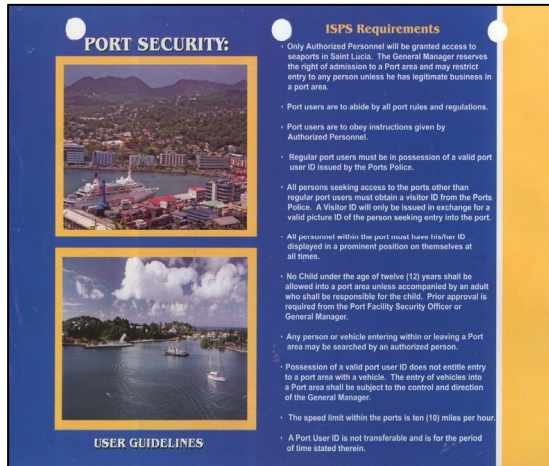


## **Best Practice: Employee Safety Handbook**



<b>Category:</b>	Training & Procedures
<b>Location:</b>	Polarbase AS, Norway
<b>Date Observed:</b>	28 November 2006
<b>POC:</b>	Mr. Tor Heggelund Manager of Safety and Security Polarbase AS, Norway (Telephone: 47 78 42 17 00)
<b>WWW:</b>	Not Available

**Description:** Polarbase provides training on all company safety and security procedures during new employees' mandatory training. The training includes the requirements of the International Ship and Port Facility Security Code. All new employees are issued a handbook containing important safety and security procedures. Employees are required to carry the handbook at all times.

**Discussion:** Issuing an Employee Safety Handbook clarifies procedures and fosters a greater security and safety awareness to appropriately respond to occurrences near ports and facilities.

**Potential Downside:** No potential downside identified.

**Conclusion:** By proactively managing the training of employees, Polarbase can effectively educate employees on safety and security regulations currently in place. This handbook can potentially decrease safety and security related risks by giving employees a reference tool to aide in response to safety and security incidents.

**Cost:** Initial development and printing costs are estimated at approximately \$500 USD for thirty handbooks.