



TO NEW EMPLOYEES AT HAUGALAND AVLØYSARLAG SA

Welcome as a new employee at Haugaland Avløysarlag SA! 😊

Enclosed in this letter you will find a contract of employment, training certificate and deviation form, and also some information.

Contract of employment

Absolutely EVERYONE must have a contract of employment, and this must be signed before you start working. All boxes marked with X in the contract must be completed.

When it comes to percentage of full-time post and weekly working hours, fill in what you think is correct. You also have to inform about the time of day and the weekdays you are going to work.

At the bottom of the contract there is a paragraph telling you that you are committed to read the HMS (HSE)-manual and risk analysis. Everyone HAS to read this!

You will find this on our website. You will also find quite a lot of information about Health Safety and Environment here. Visit www.haugaland-avløysarlag.no

Training

It is important that you have sufficient training in the tasks you are going to perform BEFORE YOU START, no matter if you work on a farm or in another type of company.

And remember: it's better to ask questions too often rather than too rarely!

To document that you have got training in e.g. how to use machines and tools, use the enclosed form/ training certificate. You and the farmer/ company sign the certificate every time you learn how to use a new type of machine. The farmer/ company is to keep the certificate in his KSL-folder or other HMS-system.

We offer Worker's Compensation and liability Insurance for all employees in Avløysarlaget.

Deviation forms

From time to time there are dangerous and undesirable incidents at work, and these are called deviations. A deviation is anything that can harm humans, material and environment! Such incidents must be reported to us **on the enclosed deviation form**. It is also important that you discuss this with your employer, so that they can do something about it and thus avoid similar incidents in the future. You can also fill in the deviation form and register it directly on our website.

Timesheets

Both Arbeidstilsynet and Avløysarlaget demand that all timesheets are specified. This means you have to fill in the dates and daily working hours, and the time you started and stopped working. Notice that we will not pay for timesheets that are not filled with this information. All timesheets must be signed both by you and your employer! The timesheets must be handed in by the 10th every month.

It is also important that you know the rules for working hours, check Arbeidsmiljølov §10 (Maximum 40 hours per week and 9 hours a day).

It is also possible to register the worksheets online. Ask us for information!

Safety representative

If there are things you are not comfortable with at work, you can ALWAYS contact Avløysarlaget and talk about it. If necessary we will act as a mediator between you and your employer.

Avløysarlaget also has a safety representative who represents the employees: this is Marianne Haukås from Tysvær, phone number 996 15 212, and you can all contact her.

Good luck at work! 😊

Best regards Haugaland Avløysarlag SA
Gudveig Håland, manager

Marianne Haukås, safety representative