
Responsibility and delegation of authority in HSE work at IEL

To: Department of Electric Energy

Copy to:

From: Head of department Anngjerd Pley, Senior Engineer Halsten Aastebøl

Signature: AP, HAA

Responsibility and delegation of authority in HSE work at the Department of Electrical Energy (follows the leadership period for the head of department)

Head of Department

The Head of Department is responsible for HSE at the department.
The Head of Department for the period 2025-29 is Anngjerd Pley.

HSE Coordinator

Follow-up of HSE is delegated to the HSE Coordinator. The tasks include:

- Prepare HSE objectives and action plan
- Carry out and follow up risk assessments
- Plan and conduct HSE rounds (safety rounds)
- Regular meetings with safety representatives
- Follow up on undesirable incidents and deviations
- Ensure that HSE guidelines and plans are made known and followed
- Ensure that employees and students have sufficient competence through courses and internal training
- Follow-up of employees and students who may be exposed to health-damaging conditions together with HR.

The HSE Coordinator is Senior Engineer Halsten Aastebøl.

Responsibilities for electrical installations in the department's premises and in the department's laboratories

Gløshaugen:

NTNU Property division is responsible for the 11kV distribution grid and low-voltage building installations on the Gløshaugen campus. In accordance with the Regulations

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Please address all correspondence to the organizational unit and include your reference.

for Safety in Work on and Operation of Electrical Installations (FSE), NTNU Property division has appointed a High Voltage Operations Manager and a Low Voltage Operations Manager.

For the electric power laboratories at Gløshaugen, Local High Voltage Operations Manager and Low Voltage Operations Manager with deputies have been appointed:

- High Voltage Operations manager: Oddgeir Kvien
- Deputies: Frank Mauseth og Eilif Hugo Hansen

- Low Voltage Operations manager: Halsten Aastebøl
- Deputy: Oddgeir Kvien

In line with the requirements in the FSE, High Voltage Safety Manager (LFS) and a Low Voltage Safety Manager (AFA) are appointed for each individual experimental setup/work task, and a Switching Manager (LFK) is appointed in cases where we operate circuit breakers on the 11kV grid.

Only persons authorized by the Local High Voltage Operations Manager high can be designated as LFS and LFK. An overview can be found posted in the HSE corner in the basement.

Both employees and students who have undergone internal HSE training can be designated as AFA.

Gjøvik

Statsbygg is responsible for building installations on the Gjøvik campus.

A Local Operations Manager with deputy has been appointed for the electrical power laboratories at Gjøvik:

- Low Voltage Operations manager: Halsten Aastebøl
- Deputy: Ian Norheim

In line with the requirements in the FSE, a Low Voltage Safety manager (AFA) is appointed for each individual experimental setup.

Both employees and students who have undergone internal HSE training can be designated as AFA.

Room manager

A room manager and deputy are appointed for all rooms that are defined as laboratories or workshops, as well as storage rooms where chemicals and/or gases are stored. The room card states who is responsible for the room. The room cards,

including Gjøvik, are found in NTNU's [room card database](#), and are hung on the door to the room in question.

Foreman in the workshop

The foreman is responsible for following up on HSE in the mechanical workshop, and is responsible for the department's [substance index](#).

The foreman is Morten Flå.

Contact person for fire safety

The contact person is responsible for following up on fire protection and appointing evacuation officers.

In the event of evacuation, the contact person meets outside the main entrance by the cantina, receives reports from the area managers, and reports to the building manager at NTNU operations.

The contact person is Halsten Aastebøl.

At Gjøvik, the contact person is Halgeir Leiknes.

Evacuation officers

Evacuation officers have been appointed for all premises at the department. They are responsible for ensuring that their own area is evacuated in the event of an evacuation alarm, and reporting to the fire protection contact person that the area has been controlled.

An overview of evacuation officers, including Gjøvik, can be found [here](#).

Building Manager

The building manager for the electrical engineering building is employed by NTNU operations.

The building manager is Johnny Hansen.

At Gjøvik, the building manager is Kai Robert Jakobsen at the property management and operations section.

Access control

There is access control to all premises at IEL.

Granting access to office areas, including requisition for keys, is given by the HSE coordinator or HR.

Granting access to laboratories and the workshop is given by the HSE coordinator or Eilif Hugo Hansen.

In Gjøvik, access is granted by Halgeir Leiknes.

Safety Representative

The safety representative is the employee representative in HSE matters, and is elected by the employees at the department. The safety representatives are currently:

- Aksel Andreas Reitan Hanssen
- Ida Amalie Krüger (deputy)
- Ian Norheim (deputy Gjøvik)