

Instructions for the working environment committee (AMU)

Valdres Landbrukstjenester SA

A binding cooperation for a safe, inclusive and fully sound working environment

Document type	Governing HSE document
Valid from	01.09.2026
Approved by	The working environment committee / general manager
Revision	Yearly and as needed

1. Purpose and scope

The working environment committee (AMU) shall be a fixed and safe arena for cooperation between the employer, the employees and the safety service in Valdres Landbrukstjenester SA (VLT). The committee shall help ensure a fully sound working environment through systematic, preventive and inclusive HSE work.

The instructions apply to the whole business and cover both the administration and workers who do work out on the farms. The instructions are based on the Working Environment Act §§ 7-1 to 7-3 and the regulations on organisation, management and employee participation, chapters 2 and 3.

2. Mandate and main tasks

AMU shall follow developments in the working environment and help VLT plan, prioritise and carry out necessary measures. The committee shall, among other things:

- deal with plans that may have significant importance for the working environment
- follow up surveys, risk assessments, safety inspections and action plans
- review deviations, near misses, work accidents and work-related illness in order to prevent recurrence
- pay special attention to risk in lone working, handling of animals, machines, infection, chemicals, ergonomic strain, travel between work sites and psychosocial conditions
- discuss training, instruction, use of protective equipment and other preventive measures
- follow developments in sick leave at an overall level without processing personal data that is not necessary
- deal with questions from employees, safety representatives and management concerning the working environment
- prepare an annual report on the work of AMU

3. Composition and roles

The employer side and the employee side shall have the same number of representatives. The safety representative shall be represented. When VLT is affiliated with an occupational health service, it shall be represented in AMU without voting rights.

Role	Responsibility
Chair	Sets up the meeting plan, approves the agenda and chairs the meetings. The chair role alternates between the employer side and the employee side.
Secretary	Sends the notice of meeting, prepares documents, writes minutes and follows up decisions.
Members	Prepare cases, take active part, represent their side and help with follow-up.
Deputy members information to	Attend when a regular member is absent and shall receive the necessary be able to carry out the role.

An updated overview of members, personal deputy members, which side they represent, term of office and contact information shall be filed in the HSE system and made known to all employees.

4. Meetings and case handling

- AMU shall normally hold at least four meetings a year. In addition, a meeting shall be called when at least two members demand it, or when a case cannot wait.
- The agenda and relevant documents shall normally be sent out at least one week before the meeting.
- All members can put forward cases. Employees can contact AMU directly about working environment matters.
- AMU shall seek agreement. In a vote, the views of both sides shall appear in the minutes. In the event of a tie, the chair's vote decides.
- Decisions shall have a responsible person and a deadline. Open measures shall be followed up in every meeting until they are closed.
- Minutes shall be kept showing time and place, participants and absences, cases handled, decisions, responsible person, deadlines and any minority views. The minutes shall be approved and made available to the employees, with regard to confidentiality and data protection.

5. Authority and follow-up

AMU can demand specific measures when this is necessary to protect life and health, within the framework of the Working Environment Act. The committee can also ask for investigations, measurements and expert assistance. If the employer does not follow a decision, the case and the reasons shall be documented.

AMU does not take over the daily employer responsibility or the tasks of the safety representative. The general manager is responsible for ensuring that decisions and measures are followed up in the organisation.

6. Confidentiality, data protection and impartiality

Members shall treat information about personal matters and business matters confidentially. AMU shall work with systems, risk and prevention, and shall not be a forum for ordinary handling of personnel cases. A member who is directly involved in a case shall report this, so the committee can assess impartiality.

7. Training

Members of AMU shall receive the training necessary to carry out the role in a sound way. The main rule is at least 40 hours of training. Shorter training can only

be agreed when the parties jointly consider this to be sound given the risk conditions in the business. The training shall be documented.

8. Annual cycle for AMU

Period	Fixed topics
1. quarter	Annual report, HSE goals, sick leave, competence and training plan.
2. quarter	Risk assessments, safety inspections, seasonal work, summer farm operation and emergency preparedness.
3. quarter	Deviations and unwanted incidents, lone working, psychosocial working environment and follow-up of measures.
4. quarter	Evaluation of the HSE work, revision of routines, budget needs and meeting plan for next year.

9. Documentation and filing

Notices of meetings, agendas, minutes, updated member overview, documentation of elections and terms of office, completed AMU training, risk assessments, action plans, annual reports and documentation of follow-up of decisions shall be filed in VLT's HSE system. The documentation shall be dated, traceable, updated and available for internal audit and any inspection.

10. Revision and approval

The instructions shall be reviewed at least once a year and otherwise when the regulations, the organisation or the risk picture changes. Changes shall be dealt with in AMU and approved by the general manager. Electronic approval shall be documentable through dated minutes, an approval log or similar traceable documentation in the HSE system.

Role	Name	Approval	Date
Chair of AMU	Gina Ellevog	Approved electronically	01.09.2026
General manager	Sissel Skarsbø	Approved electronically	01.09.2026

11. Checklist for AMU documentation

The checklist is used for the annual review, internal audit and preparation for any inspection. The documentation must be dated, up to date, traceable and filed in VLT's HSE system.

Documentation	Check point	Status	Location / date
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Appointment and election	Documentation of the election or appointment of representatives and personal deputy members.	☐	
Member list	Name, role, representation, contact details and term of office are up to date.	☐	
AMU training	Training certificates and any agreement on shorter training are documented.	☐	
Meeting plan	An annual meeting plan is set, and at least four meetings are planned.	☐	
Notice and agenda	Notice, agenda and relevant meeting documents are filed for each meeting.	☐	
Meeting minutes	The minutes show time, place, participants, absences, cases, decisions, responsibility, deadlines and any minority views.	☐	
Follow-up of decisions	Decisions and open measures are entered in the action plan and followed up until they are closed.	☐	
Risk assessments	Updated surveys and risk assessments have been dealt with in the AMU.	☐	
Deviations and incidents	Deviations, near misses, work accidents and work-related illness have been reviewed and followed up.	☐	
Safety inspections	Reports from safety inspections and the related measures are documented.	☐	
Sick leave and working environment	Overall trends and preventive measures are dealt with without unnecessary personal data.	☐	
Annual report	The annual report sums up meetings, cases handled, decisions, measures and further priorities.	☐	
Annual review	The AMU instructions and relevant HSE routines have been reviewed and updated.	☐	

Approval	Electronic approval can be documented with meeting minutes, an approval log or a similar record.	☐	
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