

# HOW TO DO IT!

**Some Suggestions  
To Think About**

# SAFETY MANAGERS FUNCTION

PLAN - SAFETY IMPROVEMENTS

LEAD - SAFETY IMPLEMENTATION

CO-ORDINATE - SAFETY ACTIVITIES

DEVELOP - A SAFETY CULTURE

*(i.e. Share the Pleasure [BURDEN])*

# **STEP 1**

**Plan your Personal Approach  
To Safety**

# 1. Avoid getting Bogged Down with Routine Paperwork *(e.g. Reports & Statistics)*



# Avoid being at Everybody's Beck & Call *(Plan your time & actions)*



# Avoid Fire Fighting

*(Agree a Plan of Action and Stick to it)*



# Involve Everyone

*(Do NOT Preach to them!)*



# **STEP 2**

**Develop your  
Safety Action Plan**



# Start from the Outside of the Site and Work your way Inwards

## 1. Identify External (Neighbourhood) Hazards

### Examples:

#### 1.1 Petrol Station adjacent to site

*30 ft from boundary & 15 ft lower so*

*Out of Sight from the site*

*(Potential Fire Risk)*

## Examples (cont'd):

### 1.2 Site Gate adjacent to Junior School entrance

*Articulated HGV's Reversing onto site,*

*Mothers & Children there a.m./Lunch/p.m.*

### 1.3 Scrap Yard Next Door

*Cars stacked 3 high against the company wall*

*(Potential Structural Damage and Fire Risk)*

## 2. Identify Outdoor (On-site) Hazards

### Examples:

#### 2.1 Car Park

*Surface Condition, Weather and Vehicles*

*Pedestrians (in Varying Numbers)*

*Short Time Periods, Time Pressure*

*Non-working Area*

*Affects Every Employee – (Even Non-drivers)*

## 2.2 Yard

*Surface Condition, Weather*

*HGV's and other Commercial Vehicles  
manoeuvring on site*

*Forklift Trucks Loading / Unloading &  
the related Time Pressures.*

*Pedestrians (intermittent and unexpected)*

## **2.3 Company Created Hazards affecting Neighbours / Passers by**

*Smoke / Fumes / Odours*

*Dust emitted from Stacks and / or other  
Extraction equipment*

*Noise – from Plant and / or Vehicles  
(Continuous or Intermittent)*

*Emissions from Cooling Towers  
(Potential Community Health Hazard)*

### 3. Identify Departmental Hazards

*(Prioritise to maximise Numbers Affected in the process)*

**Examples:**

#### 3.1 House Keeping

*Affects Everyone, so All employees in the department can be Consulted / Involved in:*

- i) Identifying the Hazards.*
- ii) Defining and agreeing the Appropriate Solutions / Controls*

## 3.2 Environmental Hazards

(Noise, Fumes, Lighting, Temperature etc.)

Affects Everyone, so All employees in the department can be consulted / Involved in:

- i) *Identifying the Hazards.*
- ii) *Defining and agreeing the Appropriate Solutions / Controls.*

### 3.3 Individual Operational / Process Hazards

(Entrapment, Entanglement, Crushing, Handling etc.)

*Affects Individual Operators and possibly other employees at adjacent work stations*

He / she / they should be consulted and

*Involved in:*

- i) Identifying the Hazards.*
- ii) Defining and agreeing the Appropriate Solutions / Controls*



# **STEP 3**

## **Working Method**

### **3.1 Explain What you are going to do**

*Ensure that each employee involved  
Understands the **difference** between  
**Hazards & Risks.***

### **3.2 Identify and Discuss Hazards / Risks with Operators**

*Improves employees understanding  
Guarantees employees Involvement  
Helps Development of a Safety Culture*

**3.3 Discuss & Agree Hazard Elimination / Reduction Methods.**

**3.4 Discuss & Agree any necessary Operational / Work Method Changes.**

**3.5 Discuss & Agree Guarding / Protection Methods.**

***All of these***

***Improve employees' Understanding***

***Guarantee their Involvement and***

***Help to Develop a Safety Culture!***

### **3.6 Write up & Implement all the Agreed Operational / Work Methods and other Changes**

**Always bear in mind that  
Improving Safety can often involve  
Changes to:**

- **Work Equipment**
- **Working Methods**
- **Working Sequences**
- **Protection Methods / Equipment**
- **Working Environment**

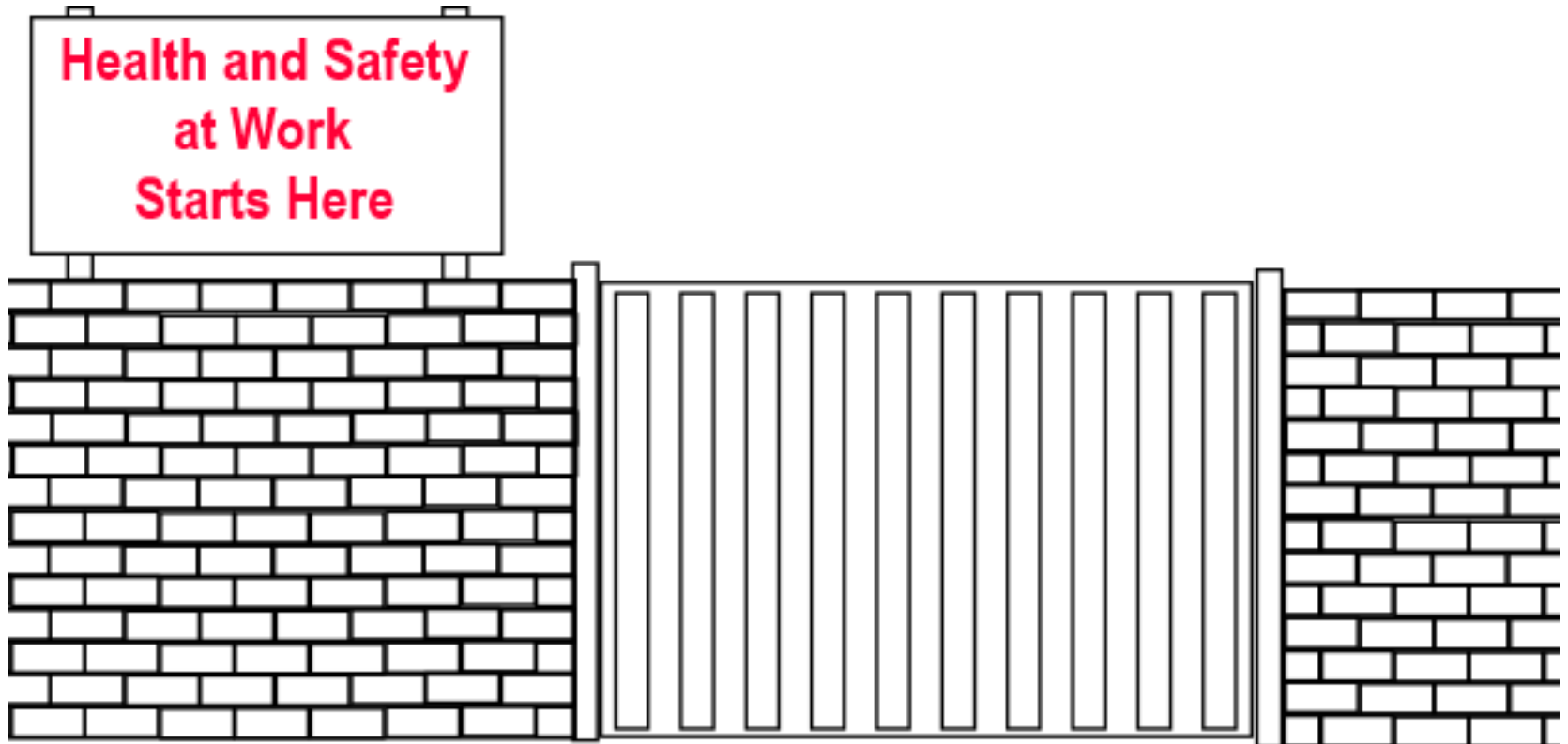
**Equally bear in mind that**  
**People will usually**  
**Instinctively**

- **Resist Imposed Change**  
*(even when it Benefits them)*
- **Accept and Adopt Change**  
*(that they have helped to Develop)*

# Following the Steps Outlined Today

- Improves employees' understanding
  - Guarantees employees' Involvement
- and
- Helps to *Develop a Safety Culture!*

**ANNOUNCE YOUR SAFETY POLICY**  
**PUBLICLY**  
**&**  
**MAINTAIN CONTINUOUS AWARENESS**





# THE FINAL KEY FOR SUCCESS

**BE ENTHUSIASTIC !!!**

**(IT'S INFECTIOUS !!! ).**

