



Factors driving safety performance

- Risk management
- Reducing dangerous acts
- Safety systems and procedures
- Managing changes to safety procedures
- Protective clothing and equipment

Process

- Review the actions for each factor.
- Identify three things we do well and three things we could do better.
- In relation to the things we could do better, ask – what needs to happen? What do I need to initiate?



Risk management

- We follow documented procedures to identify hazards and to ensure health and safety risks are managed.
- We have procedures to ensure that we comply with legislation relevant to the control of health and safety risks.
- Health and safety -related objectives and targets are formulated as part of our planning process.
- Management plans for achieving our health and safety objectives and targets are implemented and followed through.
- Hazard and risk identification are carried out on an on-going basis.
- Identified risks are assessed to estimate the magnitude of the risk and assign priorities for control.
- Hazards and risks are controlled and managed safely.
- We employ 'Permit to Work' procedures for high-risk activities.
- Risks are controlled using higher-level controls (e.g. elimination, engineering controls) where possible rather than personal protective equipment.
- Controls are assessed for effectiveness and suitability.
- Supervision is adequate to ensure control measures are used effectively and people conform with safe systems and work practices.
- Contractors / suppliers comply with all requirements of our health and safety policy.
- Health and safety risk control measures are reviewed regularly.
- Health and safety performance is measured and given suitable priority in reports.
- There is a system for managing all documentation and data relevant to the risk management process.
- We follow a purchasing procedure that ensures that hazards are identified before goods and services are purchased.



Reducing Dangerous Acts

- Things we do which appear to be dangerous to self or others are identified and remedied.
- Potentially dangerous acts in the use of plant and equipment are identified and discussed.
- We identify (without blame) where most dangerous acts occur in the processing of work.
- The consequences of dangerous acts on us and others are discussed and agreed.
- The causes of dangerous acts are identified and remedied.
- Ways to reduce dangerous acts are explored and executed.
- We identify those people who need additional coaching or training to help them eliminate dangerous acts in their work.
- Faulty equipment or processes which may cause dangerous acts are identified and remedied.
- Faulty systems or procedures which may cause dangerous acts are identified and remedied.
- Pressures and demands that contribute to dangerous acts are identified and reduced, modified or eliminated.
- Attitudes and behaviours that contribute to dangerous acts are identified and changed.
- Disputes between different trades people on site are resolved effectively.
- Sub-contractors on site comply with all safety requirements.
- Dangerous conditions are identified and remedied.
- We take particular action to safeguard against incidents where there is a high degree of monotony and repetition which could lead to unsafe acts.
- We ask other areas what they think we do that appears to be dangerous to them or us.
- We discuss with other areas the things they do which appear to be dangerous to us or them.
- We collaborate with other areas to eliminate or modify dangerous actions.
- We push to make changes to things that need to change in relation to safety.
- We identify, define, document and monitor the application of key systems and procedures which must be followed to eliminate dangerous acts.
- We explore and execute safer ways to perform dangerous activities.
- Standard safety procedures and safety standards for the key things we do are agreed and applied.

Improve Safety



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- We agree ways to check that all people comply with standard safety procedures.
- We check regularly that all people are complying with safety standards.
- The efforts of those who act to reduce dangerous activities are acknowledged and recognised.
- Senior management do what needs doing to help reduce dangerous activities.



Safety systems and procedures

- Key safety systems and procedures are defined, documented, discussed and followed.
- We check that everybody is clear on how to follow key safety systems and procedures.
- The consequences for self and others if safety systems and procedures are not followed are known and accepted as demonstrated by our safety behaviours.
- The benefits of following the established safety systems and procedures are clarified and accepted.
- We identify where safety systems and procedures are not being followed.
- When identifying causes of why procedures are not followed, we look at both the system and the human factor.
- We identify the things about safety systems and procedures that need improving.
- We discuss and agree the purpose of the safety system or procedure to be improved or developed with those who are affected by it.
- We all suggest safer ways to do things.
- The consequences on other relevant areas of changes to our safety systems and procedures are explored and factored in to those changes.
- We discuss the best ways to implement agreed changes to make improvements to safety systems and procedures.
- We plan what has to be done to implement the agreed changes.
- We involve those who will be affected by the changes in the planning process.
- We implement and follow through with the agreed changes.
- We acknowledge the efforts of people who act to make improvements or implement new changes.
- We inform others of the reasons why the changes are being made.
- Changes to safety systems and procedures are incorporated into standard operating procedures.
- Training in changes to safety systems and procedures is provided and evaluated during implementation.
- Management do what needs doing to support these improvements to safety.
- The impact of the change is reviewed appropriately.



Managing changes to safety procedures

- All people to be affected by the change are identified.
- The background and reasons for the change are explained.
- The positives and negatives of the change being made are identified and explored.
- We compare how the benefits of the change will outweigh the cost of not changing.
- Implementers are involved in the planning phase and not just the implementation phase.
- The roles of all team members in relation to the changes are agreed.
- The consequences for all of us if we do not make the changes are explored.
- We gain agreement as to why the changes are necessary.
- The likely impediments to implementing the changes are identified.
- The priorities of key tasks are re-negotiated to accommodate the required changes.
- Practical steps to implement the change are agreed.
- Clients are informed of the changes and the reasons behind them, where appropriate
- We demonstrate support for the intended change.
- We ensure adequate resources are available to support the changes.
- We provide responses to questions / issues of concern about the proposed changes.
- A strategy including key actions for the implementation of the change using input from those affected is developed.
- The priority of key actions is determined before implementation.
- We follow through on implementation of the changes.
- The impact of the change is reviewed on a regular basis.
- Senior management do what they need to do to help us implement the required changes.



Protective clothing and equipment

- All areas and processes requiring the use of protective clothing and equipment are identified and requirements are followed.
- Areas where protective clothing and equipment are used are assessed to see if the risk can be better controlled by higher-level changes to make the use of protective clothing and equipment unnecessary.
- Protective clothing and equipment is assessed for effectiveness and replaced if superseded.
- Award / legislative requirements for protective clothing and equipment are applied.
- Protective clothing and equipment is comfortable and easy to use.
- Protective clothing and equipment is maintained in safe condition.
- There is an effective system for the supply and issue of protective clothing and equipment.
- Protective clothing and equipment (including outdoor workers) is used as per requirements.
- Protective clothing and equipment is properly fitted to each individual (e.g. beards not interfering with facemasks).
- The functions of safety devices (e.g. hearing protectors and others) are known and applied.
- Guards safeguarding plant and equipment are effective and used.

Manual handling and lifting

- Manual handling and lifting risks are assessed and effectively controlled.
- Training in correct manual handling and lifting techniques is effective and applied.
- There are no instances of back injuries or other musculoskeletal disorders due to incorrect manual handling and lifting techniques
- Suitable materials handling and lifting equipment are provided and used correctly.