



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

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



Reducing Dangerous Acts

1. Things we do which appear to be dangerous to self or others are identified and remedied.
2. Potentially dangerous acts in the use of plant and equipment are identified and discussed.
3. We identify (without blame) where most dangerous acts occur in the processing of work.
4. The consequences of dangerous acts on us and others are discussed and agreed.
5. The causes of dangerous acts are identified and remedied.
6. Ways to reduce dangerous acts are explored and executed.
7. We identify those people who need additional coaching or training to help them eliminate dangerous acts in their work.
8. Faulty equipment or processes which may cause dangerous acts are identified and remedied.
9. Faulty systems or procedures which may cause dangerous acts are identified and remedied.
10. Pressures and demands that contribute to dangerous acts are identified and reduced, modified or eliminated.
11. Attitudes and behaviours that contribute to dangerous acts are identified and changed.
12. Disputes between different trades people on site are resolved effectively.
13. Sub-contractors on site comply with all safety requirements.
14. Dangerous conditions are identified and remedied.
15. We take particular action to safeguard against incidents where there is a high degree of monotony and repetition which could lead to unsafe acts.
16. We ask other areas what they think we do that appears to be dangerous to them or us.
17. We discuss with other areas the things they do which appear to be dangerous to us or them.
18. We collaborate with other areas to eliminate or modify dangerous actions.
19. We push to make changes to things that need to change in relation to safety.
20. We identify, define, document and monitor the application of key systems and procedures which must be followed to eliminate dangerous acts.
21. We explore and execute safer ways to perform dangerous activities.
22. Standard safety procedures and safety standards for the key things we do are agreed and applied.
23. We agree ways to check that all people comply with standard safety procedures.
24. We check regularly that all people are complying with safety standards.
25. The efforts of those who act to reduce dangerous activities are acknowledged and recognised.
26. Senior management do what needs doing to help reduce dangerous activities.



Safety Systems and Procedures

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



Managing Changes to Safety Procedures

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



Protective clothing and equipment

1. All areas and processes requiring the use of protective clothing and equipment are identified and requirements are followed.
2. 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.
3. Protective clothing and equipment is assessed for effectiveness and replaced if superseded.
4. Award / legislative requirements for protective clothing and equipment are applied.
5. Protective clothing and equipment is comfortable and easy to use.
6. Protective clothing and equipment is maintained in safe condition.
7. There is an effective system for the supply and issue of protective clothing and equipment.
8. Protective clothing and equipment (including outdoor workers) is used as per requirements.
9. Protective clothing and equipment is properly fitted to each individual (eg. beards not interfering with facemasks).
10. The functions of safety devices (eg. hearing protectors and others) are known and applied.
11. Guards safeguarding plant and equipment are effective and used.

Manual handling and lifting

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