

Managing Safely



A guide to why it is important to manage safely and what your role is in influencing managing safely



Module 1 - Introducing Managing Safely

Learning Objectives:

- Why it is important to manage safely
- What your role is in influencing managing safely

The Snowball Effect

The Snowball Effect describes what can happen if a hazard is left unattended.

Reporting Accidents & RIDDOR

Serious accidents must be reported to the enforcing authorities. The Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013 (RIDDOR) require the reporting of:

- Deaths
- Specified injuries, such as amputation, permanent loss of sight or reduction in sight, and accidents leading to hypothermia, heat stress, unconsciousness, resuscitation or hospital treatment for 24 hours
- Injuries involving absence from work for more than 7 days
- Dangerous occurrences, such as failures of lifting equipment or pressure systems, scaffold collapse, explosion or fire
- Reportable diseases, such as carpal tunnel syndrome, occupational dermatitis, hand arm vibration syndrome, occupational asthma and certain defined cancers

What is YOUR role in influencing Managing Safely?



Module 2 - Assessing Risk

Learning Objectives

- What is risk?
- What is a risk assessment?
- How are risk assessments carried out?

Risk Broken Down

To ensure a safe work environment, you need to understand the definition of risk.

1. Hazard- A hazard is anything that has the potential to cause harm to workers or to other people
2. Hazardous Events- For a hazard to cause harm, a hazardous event must happen.
3. Likelihood- The likelihood is the chance that the hazardous event will occur.
4. Consequence- Consequence is the outcome of the hazardous event
5. Risk- Risk is the combination of the likelihood of a hazardous event occurring, and the consequence of the event.

Risk = Likelihood x Consequence

What is a risk assessment?

Estimating Risk & The Risk Matrix

Once the tasks have been listed and the risks identified you must estimate the risk by considering two questions:

1. How likely is it that something could go wrong?
2. How serious would the outcome be?

Doing A Risk Assessment

Step 1: Identify the Hazards

Step 2: Who Might Be Harmed?

Step 3: Evaluate the Risks

Step 4: Record Your Findings

Step 5: Review and Update

Module 3 - Controlling Risk

Learning Objectives

- How you can reduce risk
- How you decide which risk control to use

Reducing Risk

If you want to reduce the risk, you will need to:

- Reduce the likelihood of the hazardous event happening
- Reduce the consequence of the hazardous event
- Reduce both factors

Risk Hierarchy

1. Eliminate Hazard- The most effective method of risk control is to completely eliminate the hazard.
2. Reduce Hazard- If the hazard cannot be eliminated, attempt to reduce its potential to cause harm
3. Substitute- Another way to reduce the hazard is to substitute it with a less hazardous solution.
4. Prevent Contact- Prevent people from coming into contact with hazards by separating them from each other.
5. Safe System of Work- Enclosing the hazard behind a barrier is also an effective way of separating hazards from people.
6. Wear PPE- Personal Protective Equipment (PPE) is the last line of defence since it's entirely reliant on each employee remembering to wear it.

ALARP and SFAIRP - Reasonably Practicable



Module 4 - Understanding Responsibilities

Learning Objectives

- What the law requires you to do
- How the law works
- What are the key parts in a health and safety management system

Responsibilities

As a duty holder, you know you have health and safety responsibilities, but what is there to guide you? You should ask yourself:

1. What should you worry about?
2. How far should you go?
3. What is the best way to carry out your responsibilities?

Determining Foreseeable Risks

There are three simple tests to determine whether a risk is foreseeable.

1. Common Knowledge Test- You will always be expected to foresee what the average person in the street would have foreseen, as that information is common knowledge.
2. Technical/Industry Knowledge- Where a health and safety issue is beyond public knowledge, your company is expected to have the same level of knowledge as others operating in similar technical fields.
3. Expert Knowledge- Only if you are an expert are you expected to have the knowledge that experts have.

HASWA (Health and Safety at Work etc Act 1974)

Case Studies -

1. Chandler v Gatwick Handling Ltd (1997)
2. Burns v Joseph Terry & Sons Ltd (1950)
3. Marshall v Gotham Co. Ltd (1954)

Corporate Manslaughter and Corporate Homicide Act 2007

PDCA

Most health and safety management systems are based around the principle:

Plan

'Plan' involves:

- Policy
- Planning

Do

'Do' involves:

- Risk Profiling
- Improvement Plan

Check

'Check' involves:

- Collecting Data
- Measuring Performance

Act

'Act' involves:

- Reviewing Performance
- Learning Lessons

Learning Objectives

- What are common hazards?
- What can you do about common hazards?

Module 5 - Identifying Hazards

Hazard Groups Hazards generally fall into six broad groups:

- Mechanical- A mechanical hazard is any hazard involving a machine or process.
- Physical- Physical hazards are those substances or conditions that may harm a person's physical safety.
- Chemical- Chemicals are considered a hazard due to their intrinsic properties to cause harm to humans, property or the environment.
- Biological- Biological hazards are organic substances or microorganisms that pose a threat to the health of humans and other living organisms.
- Environmental- Environmental hazards are the conditions or state of events that have the potential to affect the environment and adversely impact people's health.
- Organisational- Organisational hazards are associated with behaviour, workload, time constraints and deadlines.

Aggression & Violence

Work related violence occurs when someone is abused, threatened or assaulted in circumstances relating to their work.

Asbestos

Asbestos is a term used for a number of naturally occurring minerals which have crystallised to form long thin fibres and fibre bundles.

Bullying

If a worker feels they're being singled out for unfair treatment by a boss or colleague, they're probably being bullied.

Chemicals and Harmful Substances

Chemicals and harmful substances can cause injury or ill health.

Confined Spaces

A confined space is any space of an enclosed nature where there is a risk of serious injury or death from hazardous substances or dangerous conditions.

Drugs and Alcohol

The use of drugs and alcohol can be a serious workplace issue. Not only can their use lead to significant health problems but workers under the influence of drugs or alcohol can be a hazard to themselves and others.

Electricity

How can electricity harm you?

Fire

How can fires start?

Heights

Working at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

Manual Handling

Manual handling covers a number of activities, such as lifting, lowering, carrying, pushing and pulling.

Noise

What are the main causes of hearing damage?

Plant and Machinery

How does plant and machinery cause harm?

Radiation

Radiation is generally classed as either ionising or non-ionising.

Slips and Trips

Slips and trips are the most common cause of major injuries at work. They occur in almost all workplaces and 95% of major slips results in broken bones.

Stress

Stress is an individual's reaction to excessive pressure and other demands placed on them.

Vehicle and Transport Safety

How can vehicles cause harm?

Vibration

What harm can be caused by vibration?



Module 6 - Investigating Accidents

Learning Objectives

- Why you need to investigate accidents
- How accidents can happen
- How you carry out an investigation

Three Main Terms:

1. Incident
2. Near Miss
3. Accident

Additional Reasons

There are many reasons to investigate accidents in your workplace:

1. Collect- You must collect information that you need to pass on to the enforcing authority.
2. Identify Hazards- A requirement of investigating accidents is to identify any other hazards/risk and training requirements.
3. Insurance Information- You are required to collect the information needed for an insurance claim.
4. Cost- It is important to note how much any given accident is likely to cost those involved or your business.
5. Identify Causes- Identifying causes of accidents is a key step in preventing them from happening again.
6. Legal Requirements- A key reason would be to ensure legal compliance.

Incident Investigation

Incident investigation allows us to find out the cause of an incident.

Six Considerations

To carry out an investigation, you will need to have a system in place. To develop this there are six things to consider:

1. Ensure the wellbeing of the injured person
2. Preserve the scene
3. Report the incident
4. Assemble the investigation team
5. Use a structured approach
6. Handle External Relations

Module 7 - Measuring Performance

Learning Objectives

- What performance measurement is about
- How to measure health and safety performance
- What auditing is

Indicators

To measure performance in a useful way, indicators must be established to answer questions such as:

- What might we need to respond to?
- What is going on around us?
- What has happened so far?

Types of Indicator

There are two types of indicators: Proactive and Reactive.

The Safety Pyramid

The safety pyramid shows a ratio of near misses, incidents of property damage, number of minor incidents and number of serious incidents. This can be used to capture improvements to help prevent more serious incidents happening.

What is an Audit?

Auditing aims to find evidence of whether the current management system complies with the organisation's policies and objectives.

Module 8 - Protecting our Environment

Learning Objectives

- The impact of industry on the environment
- How you can control pollution and waste
- The main elements of an environment management system

The Environment

The environment (the air, land and water around us) provides the conditions for developing and sustaining all forms of life. Some of the factors which influence an organisation's effect on the environment are:

- Location
- Supplies required
- Work activities
- Products
- Waste

Environmental Management Systems (EMS)

Every business should have an EMS in place to deal with their impact on the environment.

Fulfilling Commitments

Businesses can fulfil their commitments to sustainability through multiple ways.

1. Stakeholder Engagement
2. Environmental Management Systems
3. Reporting Performance
4. Life Cycle Analysis

PDCA and EMS

The best way to manage environmental risks is to have a systematic approach, as when managing health and safety risks:

1. Plan
2. Do
3. Check
4. Act
5. Leadership

EMS Key Benefits

The key benefits of an EMS include:

- Complying with legislative requirements
- Help deliver the policy
- Improve management of risks
- Improve competitive edge
- Provide synergy with good business management



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