Safety Policy

- Management Commitment and Responsibility
- Safety Accountabilities
- Appointment of key Safety Personnel
- Coordination of Emergency Response Planning
- SMS Documentation

Safety Risk Management

- Hazard Identification
- Risk Assessment and Mitigation

Safety Assurance

- Safety performance monitoring and measurement
- Change management
- Continuous improvement of the SMS

Safety Promotion

- Training and education
- Safety communication

Safety Policy

• Management Commitment and Responsibility • Safety Accountabilities

outlines the methods and processes that the organization will use to achieve desired safety outcomes.

Positive safety culture begins with a clear, unequivocal direction from the Accountable Manager

Senior management should consult with key staff members in charge of safety-critical areas. Ensure that the safety policy and stated objectives are relevant to all staff and that there is a sense of shared responsibility for the safety culture in the organization.

A positive safety culture: is one where all staff must be responsible for, and consider the impact of, safety on everything they do.

• Appointment of key Safety Personnel

• Safety Review Board (SRB): high level committee which considers strategic safety functions and is applicable to large organizations

• The board should be chaired by the Accountable Manager and should normally include the Senior Management of the organization.

• Directors of the organization may be included in the SRB.

• SRB ensures appropriate resources allocated to achieve the established safety performance beyond that required for regulatory compliance and gives strategic direction to the Safety Action Group (SAG).

• SAG reports to and takes strategic direction from the SRB. It comprises managers, supervisors, and staff from operational areas.

• The Safety Manager may also be included in the SAG.

• Coordination of Emergency Response Planning

• Emergency Response Plan (ERP) to provide actions to be taken by the organization or individuals in an emergency:

1, • Actions taken in the initial minutes of an emergency situation.

2, • The ERP should be integrated into the SMS and reflect the size, nature and complexity of the activities performed by the organization.

• SMS Documentation

• SMS documentation includes and make reference to, all relevant and applicable national and international regulations.

• Also include SMS-specific records and documentation, such as:

1, hazard reporting forms

2, lines of accountability

3, responsibility and authority regarding the management of operational safety

4, the structure of the safety management organization.

• Document explicit guidelines for records management, including:

handling,

storage,

retrieval and preservation.

• Most important document the SMS Manual

• SMS Manual key instrument for communicating the organizations approach to safety to the whole organization.

• SMS Manual documents all aspects of the SMS, including

1, safety policy, objectives

2, SMS processes and procedures

3, individual safety accountabilities.

Safety: is a condition when the possibility of harm or damage to people and/or property is limited to an acceptable level.

Safety management: is a systematic approach to hazard identification and risk management.

Hazards: creating risk identified through safety management system processes.

♣ Risk Management Process:

♣ Identify the Risk

♣ Analyze the Risk

♣ Evaluate/ Rank the Risk

♣ Treat the Risk

♣ Monitor / Review the Risk

Hazard quite simply is the potential for harm.

Hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness.

Hazard identification process is the formal means of collecting, recording, analyzing, acting on and generating feedback about hazards and risks that affects the safety

\Identifying hazards and eliminating or controlling them to prevent injuries and illnesses

Job Hazard Analysis (JHA) a technique that focuses on job tasks to identify hazards before they occur

JHA focuses on the relationship between the worker, the task, the tools and the work environment.

In JHA, priority should go to the following types of jobs:

1, • Jobs with the highest injury or illness rates

2, • Jobs with the potential to cause severe or disabling injuries or illness, even with no history of previous accidents

3, • Jobs in which one simple human error could lead to severe accident or injury

4, • Jobs that are new to your operation or have undergone changes in processes and procedures;

5, • Jobs complex enough to require written instructions

JHA requirements:

1, Involve the team

2, accident history (reactive),

3, preliminary job review (proactive)

4, List, rank, and set priorities for hazardous jobs

5, every job can be broken down into job tasks or steps

Identifying workplace hazards

The goal is to discover the following:

• What can go wrong?

• What are the consequences?

• How could it arise?

• What are other contributing factors? • How likely is it that the hazard will occur?

Good hazard scenarios describe:

• Where it is happening (environment)

• Who or what it is happening to (exposure)

• What precipitates the hazard (trigger)

• The outcome that would occur should it happen (consequence)

• Any other contributing factors

1. Identify all jobs performed 2. Complete PPE Hazard Analysis for each job:

1. List potential hazards for each job

2. Determine current practice for hazard elimination

3. Determine if PPE reduce injury probability

4. List PPE to best protect employees

3. After decide on what PPE required, train employees in the following:

1. When PPE is needed 2. What PPE is required

3. How to use PPE

4. Any limitation

5. Proper care, maintenance and life of PPE

Risk Assessment

Risk, assessed potential for adverse consequences resulting from a hazard if its potential to cause harm is realized.

• Hazard has the potential to cause harm

• Risk is the likelihood of that harm being realized within a specific time-scale

• Risk Assessment taking into account the probability and severity of any adverse consequences resulting from an identified hazard.

• Mathematical models for credible results

• Mathematical analyses supplemented qualitatively by subjective critical and logical analysis of the interrelated facts.

• A risk matrix is useful for assessing hazard.

• Severity of the consequences defined.

• Probability of occurrence more subjective and based on the maturity of the organization's operational activities.

• Assessment process recorded at each stage to form a substantive record.

– Safety Assurance

• Safety performance monitoring and measurement process: by which the safety performance of the organization is verified in comparison to its safety policies and objectives.

• This process should include among others:

• Safety reporting;

• Safety studies;

• Safety Performance Measures

• Safety reviews including trending of data;

• Safety audits;

• Surveys;

• Change Management Process Safety Promotion

• Safety Training and Education Program

• Safety communication