



HAZARD OBSERVATION AWARENESS

PURPOSE & DEFINITIONS

Purpose

The purpose of a Hazard Observation Procedure is to detail methodology of **why**, **how**, **when** and **who** should raise near miss/hazard observation reports.

N.B. The involvement of all employees in hazard reporting is a fundamental aspect of the company Health, Safety & Environment culture.

Definitions

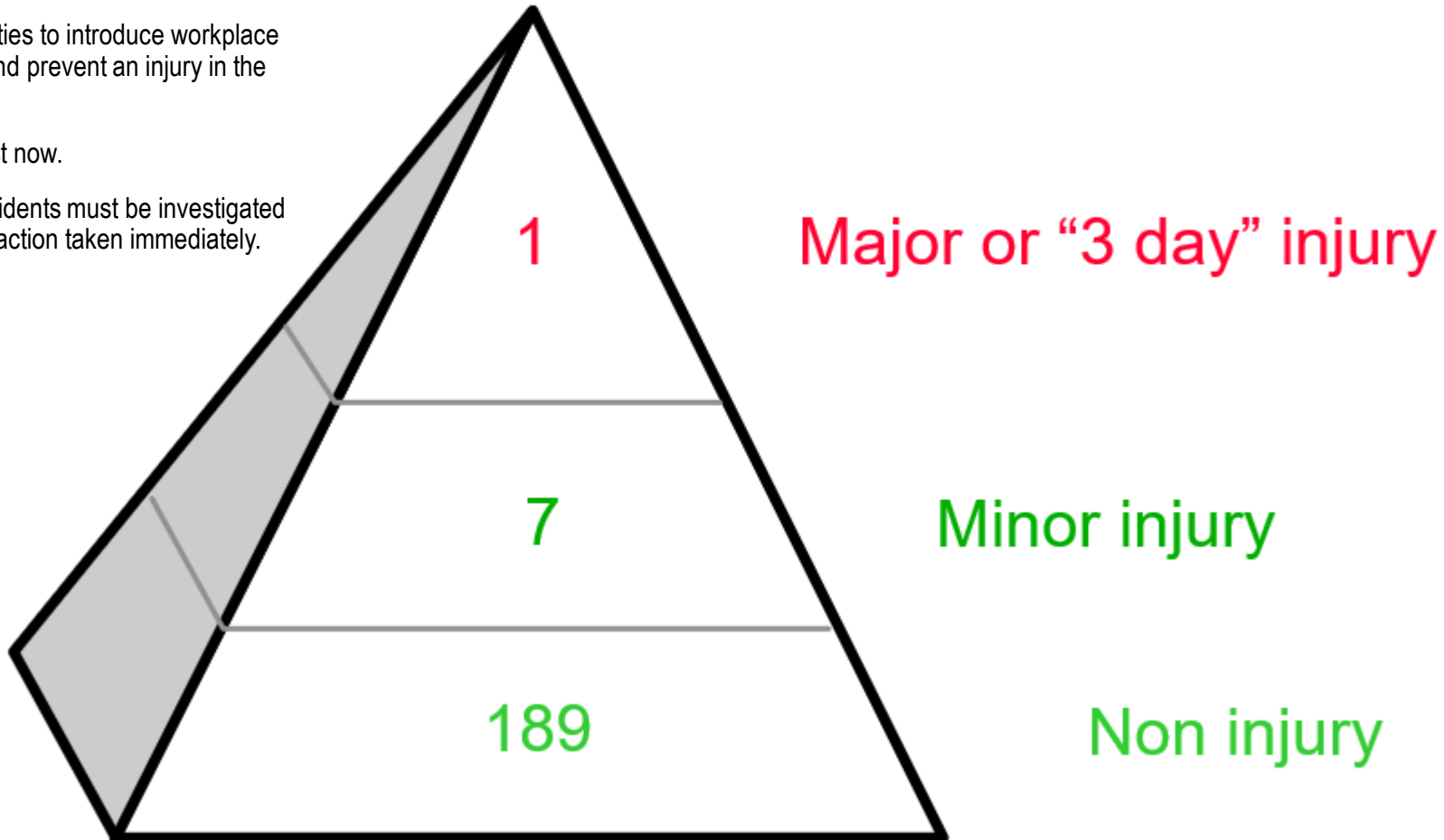
Hazard - something with the potential to cause harm to people or the environment.

E.g. articles, substances, plant or machines, methods of work, working environment and other aspects of the work organisation.

Near Miss - to escape or narrowly avoid an accident or environmental incident.

ACCIDENT TRIANGLE (THEORY)

- 189 opportunities to introduce workplace precautions and prevent an injury in the future.
- No waiting, act now.
- Accidents, incidents must be investigated and remedial action taken immediately.



DUTY OF CARE & RESPONSIBILITY

- HSAWA
- Management of Health and Safety at Work Regulations

Everyone has a duty of care to report a hazard or near miss.

Everyone is responsible for 'feeding the system'.

The local HS&E representative will be responsible for the management of near miss and hazard observation reporting.

This will entail:

- Maintaining the reported documentation (hazard observation forms)
- Analysis and review of the potentiality
- Training and advising on Hazard Observation techniques

REPORTING

- Early detection and correction of hazards in the workplace is of primary concern in the elimination of accidents / incidents at work.
- The hazard observation/near miss report proforma and booklet gives employees a convenient method whereby, having identified a potential hazard or observed a near miss, they can communicate this information to their line manager or local HS&E rep. This will enable review and action to eliminate or control the hazard.

REPORTING – STAGE 1

There are 5 stages of the reporting procedure:-

Stage 1

The hazard observation report proforma (F10-01-040/1) or hazard observation booklet can be completed by an employee who is either:-

- *Concerned about a potential hazard* or
- *Has experienced a near miss* (i.e. an accident that could have resulted in an injury, exposure or damage to the environment).

or

- *Has discussed either of the above* with the line manager/ supervisor/ section leader/group leader or the operational centre HS&E rep.

or

- When an *inspection of the workplace* has spotted potential problems.

REPORTING – STAGE 2

- Hazard Observation report forms to be reviewed by the departmental line managers in conjunction with the responsible person (SO) who can help make a valid assessment of the hazard identified.
- Identify action(s) that can be taken to eliminate or control the hazard
- The responsible person and departmental line manager(s) to ensure actions are carried out within a sensible timescale
- Reports to be kept for reference and audit.

REPORTING – STAGE 3

- To be reviewed and signed by departmental manager who will agree/ disagree with actions after consultation with Safety Officer and departmental supervisors/ section or group leaders.
- Report to be signed and returned to the responsible person (Safety Officer or Site Safety Manager) for audit and review.

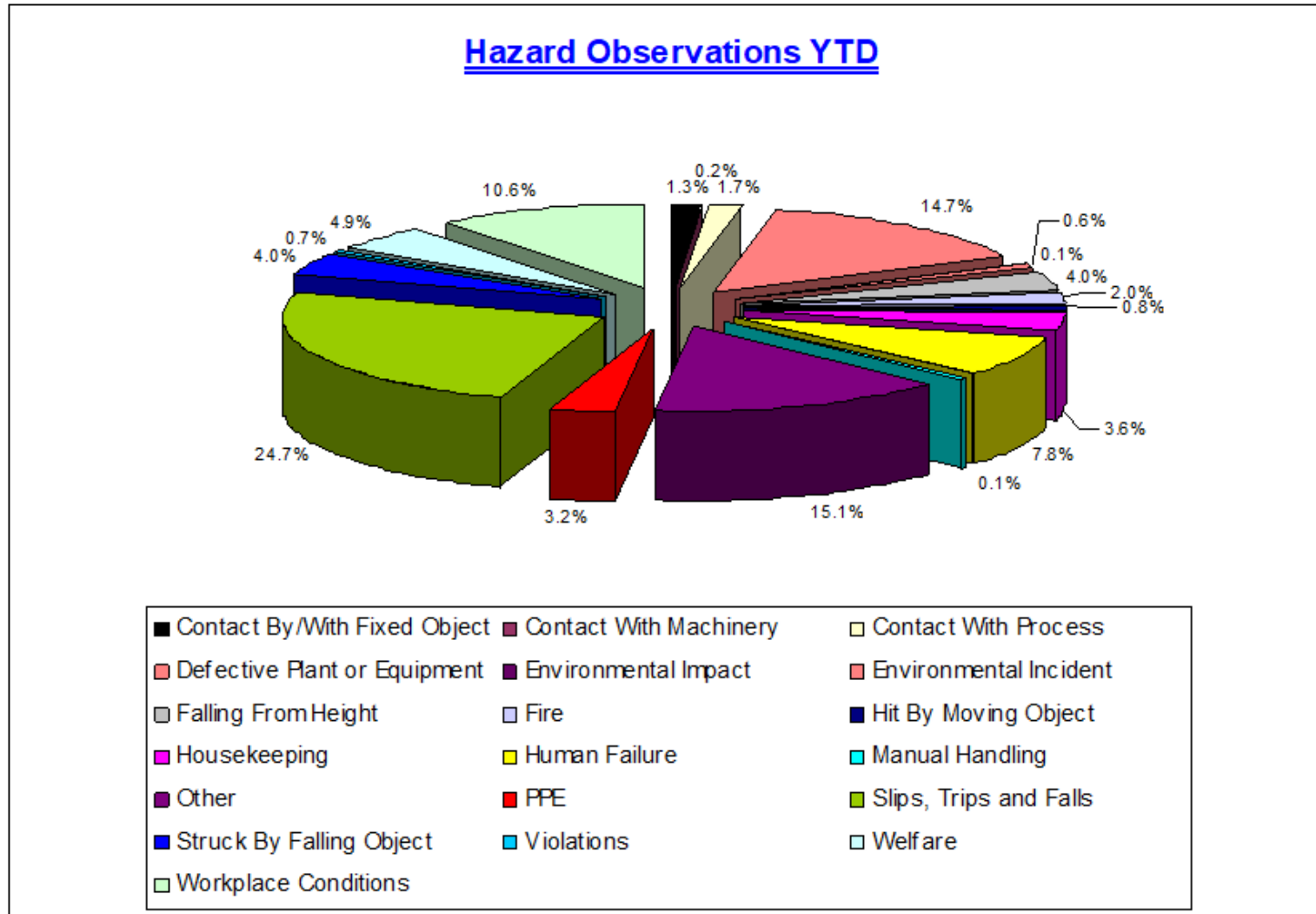
REPORTING – STAGE 4

- The designated or responsible person will ensure all agreed actions are closed out, they may revisit the workplace in question to ensure that this is the case.
- The responsible person (or the departmental manager) who completed the report, will notify all relevant parties of agreed actions and recommendations.
- If the report was raised anonymously then a general notification will be issued.
- The Hazard Observation reports will be coordinated by the relevant person from the HS&E function at site for record purposes, audit and statistical analysis.

REPORTING – STAGE 5

- All facilities and operating centres will complete the weekly analyses form and this will be used for the HS&E monthly report and trend analysis by the function operatives.
- The relevant HS&E function will record, carryout statistical analyses and publish any learning trends.

EXAMPLE HAZARD OBSERVATION PIE CHART



SUMMARY

“It Only Takes A Minute “ hazard spotting booklets will be issued to relevant personnel.

- **WHY** – LEGISLATION, HUMAN FACTORS AND ALSO COST EFFECTIVE FOR ALL
- **HOW** – USE BOOKLETS and PRO FORMA
- **WHEN** – ALL THE TIME
- **WHO** - EVERYONE