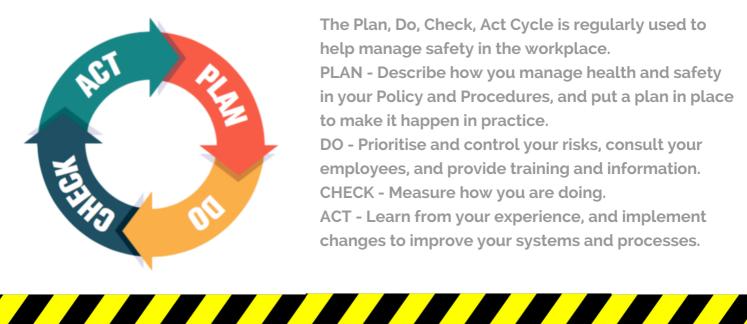
## **MANAGING SAFETY**



The Plan, Do, Check, Act Cycle is regularly used to help manage safety in the workplace.

PLAN - Describe how you manage health and safety in your Policy and Procedures, and put a plan in place to make it happen in practice.

DO - Prioritise and control your risks, consult your employees, and provide training and information. CHECK - Measure how you are doing.

ACT - Learn from your experience, and implement changes to improve your systems and processes.





## **10 Tips for Managing Safety**

- 1. Everyone is RESPONSIBLE for their own Health and Safety, and the safety of others.
- 2. Remember accidents are PREVENTABLE.
- 3. Compliance with Regulations, Company Rules, and Safety Procedures must be ENFORCED.
- 4. Risks must be sufficiently assessed and appropriate CONTROLS put in place.
- 5. Everyone must be PROACTIVE about safety.
- 6. Only employees who are suitably TRAINED in using equipment should be permitted to operate it.
- 7. Manual handling tasks must be properly PLANNED.
- 8. Encourage a safety-first CULTURE don't permit taking unsafe shortcuts.
- 9. Good HOUSEKEEPING is important and should be regularly maintained. One-off clean-ups aren't enough.
- 10. Encourage employees to REPORT unsafe conditions so appropriate action can be taken.

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