

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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