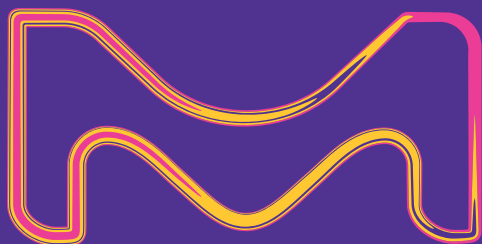


What is your safety role?

A brief introduction to a structured safety program

Heuges
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Agenda

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A successful team



A brief introduction to a structured safety program

Nothing is more important than safety,
and everyone plays an active part
in supporting an active safety culture.

But different organizational roles have different safety roles.



Successful team – defined roles and responsibilities

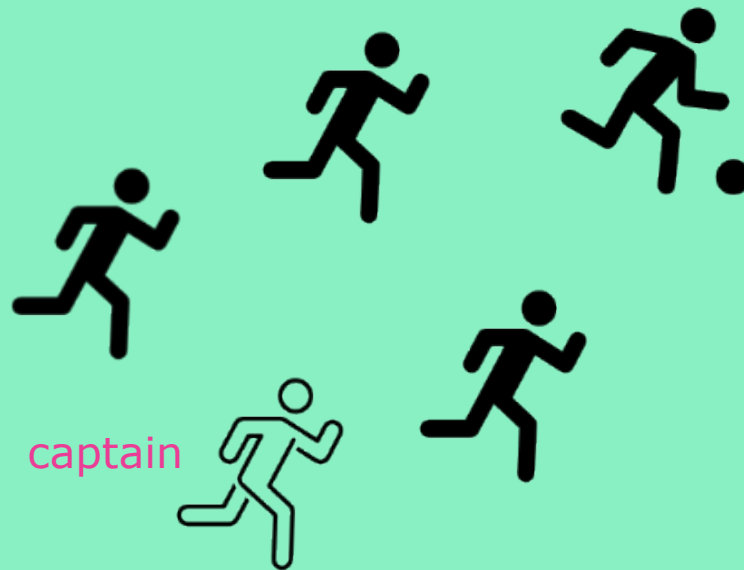
coach



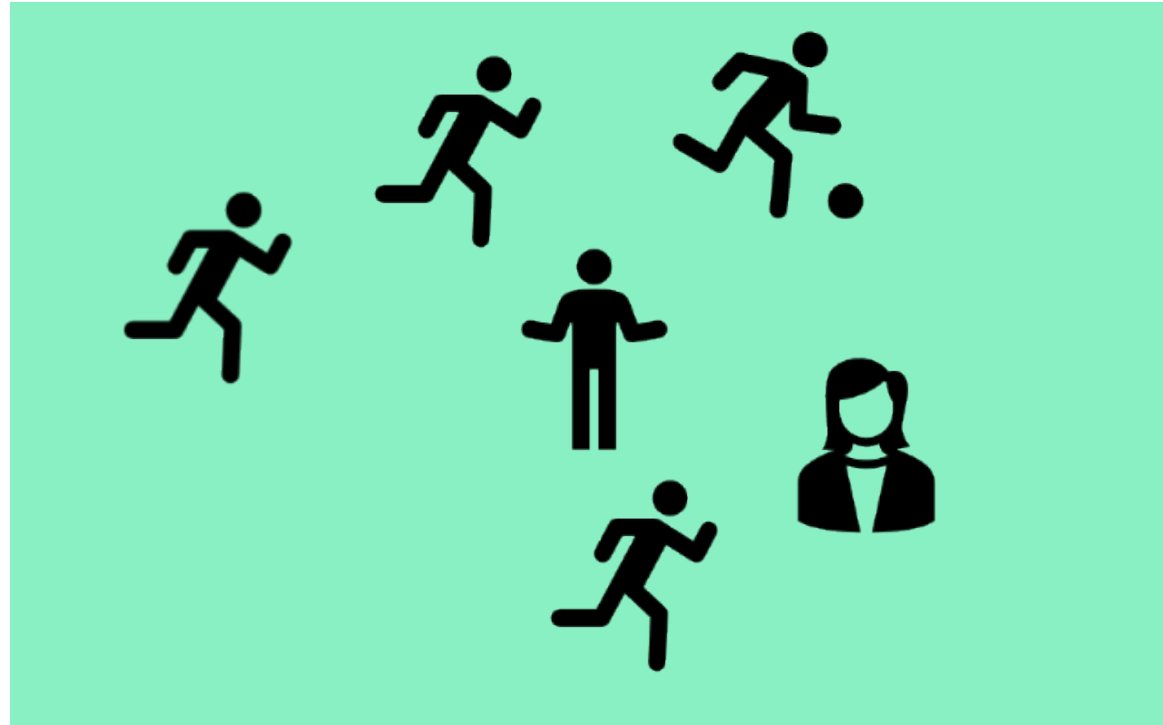
manager



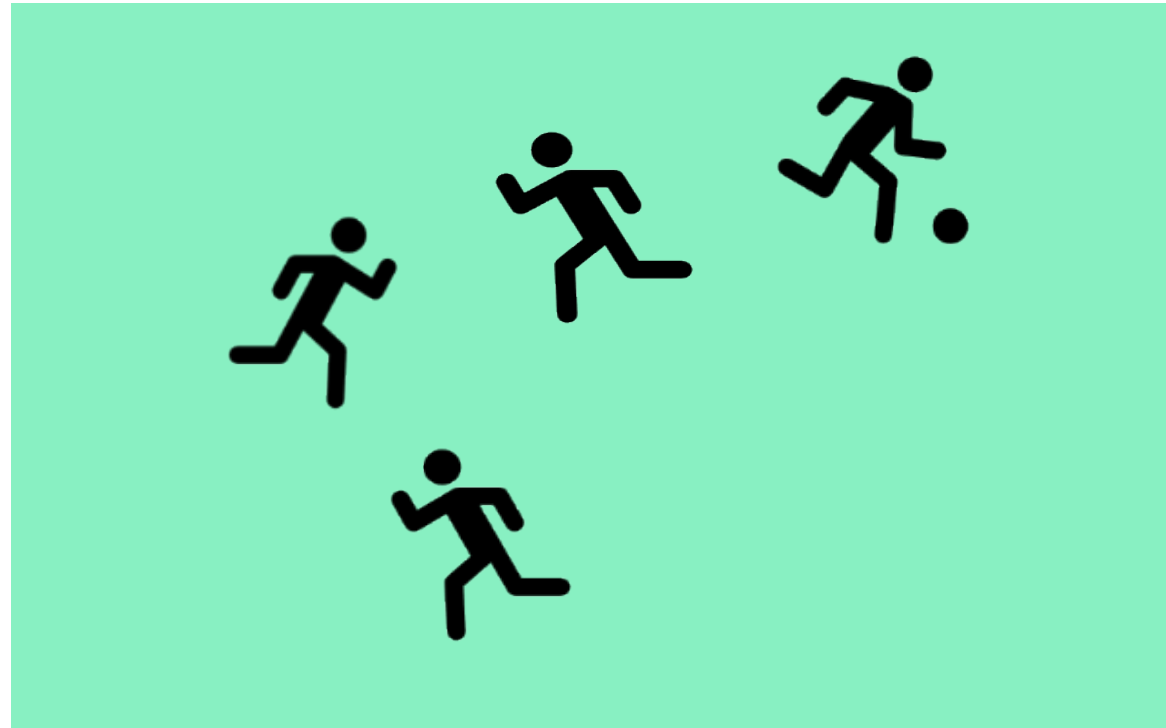
players



Unsuccessful Team – everyone doing the same activity, while neglecting other activities



Unsuccessful team – no direction, indifferent management



Safety roles and activities



4 safety responsibility levels

Safety level 1 – like the player on the field

Safety level 2 – like the captain of the team

Safety level 3 – like the coach

Safety level 4 – like the manager



Safety levels

Descriptions and responsibilities



Safety Level 1



Person who performs work and has no one reporting to them.



Responsible for hazard recognition and control and safe behaviors



Safety levels

Descriptions and responsibilities



Safety level 2



Person who supervises a work team from a safety standpoint



Responsible for observation and coaching and building safety values



Safety levels

Descriptions and responsibilities



Safety Level 3



Person accountable for safety performance of work teams



Responsible for evaluating, measuring and monitoring the safety program



Safety levels

Descriptions and responsibilities



Safety Level 4



Person(s) at higher management levels



Responsible for fostering a strong safety culture



Safety activities by role



Safety Level 1

Hazard recognition and control **Safe behaviors**

Individual activities

- ❖ Identify and document safety observations
- ❖ Complete training
- ❖ Attend monthly safety meeting

Team activities

- ❖ Monthly inspections
- ❖ Daily safety contacts
- ❖ Job safety analysis/pre task safety assessment



Safety Level 2

Observation and coaching Building safety values

Activities

- ❖ Workplace risk assessments
- ❖ Safety walkabouts
- ❖ Emergency drills and what-if exercises
- ❖ Short term contractor safety
- ❖ Audit compliance of safety program
- ❖ Attend monthly safety meeting



Safety Level 3

Evaluating, measuring, monitoring

Activities

- ❖ Process data analysis
- ❖ Manager's process check
- ❖ Critical system audits
- ❖ Attend monthly safety meeting



Safety Level 4

Fostering a strong safety culture

Activities

- ❖ Field visit observations
- ❖ Leadership assessments



How is all of this organized and reviewed?



the **engine** of the structured safety program
Safety meetings



Purpose

- Monitor the status of your safety systems.
- Plan, manage and set expectations for your safety activities and improvements.
- Allow for two-way flow of safety information through the organization.
- Increase safety awareness, hazard recognition, and acceptance of personal accountability.



the **engine** of the structured safety program

Safety meetings

Guidance

- The material in the Standard Agenda Form must be covered.
- Meeting facilitators should engage all attendees through discussion and report outs.
- Meeting facilitator responsibilities may be rotated; however, the senior leader of the group is accountable for and must attend the meetings.
- Participants who are accountable for certain activities report on the status of that activity during the meeting.
- All employees must attend the meeting or review the meeting information, preferably with someone who did attend the meeting.
- People can attend meetings with a natural work team at their location or can attend meetings with their normal functional team (either virtually or at their location). Note: Natural work teams are people who work in the same area and are exposed to similar risks but may report to different leaders/organizations.
- The meetings must be a size where you can engage all participants. Avoid structuring safety meetings where there are more than 25 participants.



Why a structured safety program?

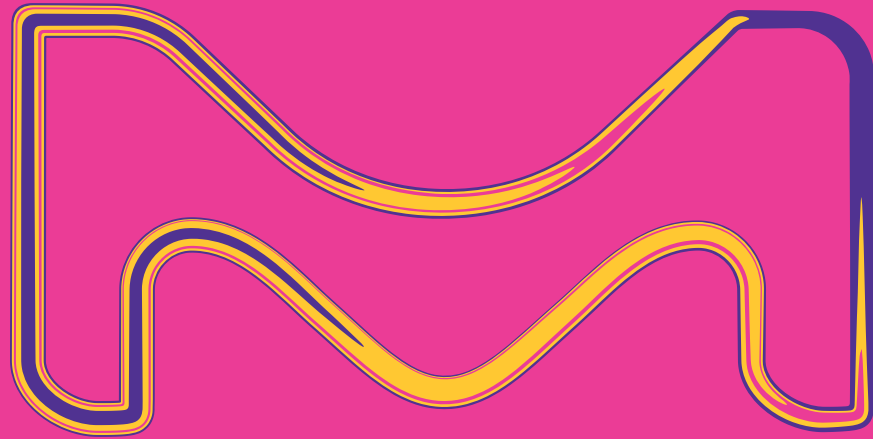
Because just saying 'be careful' or 'be safe' will not get the job done.

Everyone on the team has a specific role to play.

Everyone needs to know their roles and responsibilities and be held accountable.



Back up slides



Process Data Analysis (PDA)

The Process Data Analysis is designed to identify safety and health performance deficiencies based on prevention activity data (hazard recognition, safety observations, inspection findings, suggestions, etc.) and incident cause data.

Purpose

- Build skills in data analysis so that actions are data driven.
- Identify systemic issues from safety activities conducted.



Process Data Analysis (PDA)

Guidance

- Review the data from incident reports and prevention to identify hazard trends.
- Consider:
 - Top 5 Causal Factors of safety observations and hazardous conditions
 - Repeat or most frequent Inspection findings
 - Incident review committee meeting outputs
- Review the results of assessments to identify weaknesses in the execution of your safety systems. Consider:
 - Leadership Assessments
 - Manager's Process Checks
 - Field Visits
- Develop a plan of action as needed.
- For example:
 - Identify Individual Safety Contact Topics
 - Identify jobs which will receive Task Safety Observations
 - Identify improvement projects and JSAs
- Report the results of the PDA and actions at the Safety Meeting



Manager's Process Check

Very important activity, and one that is often missing from safety programs

Manager's Process Checks are an assessment of the safety processes at the site(s) or area(s) for which the manager is accountable.

Purpose

- Ensure leaders know the effectiveness and compliance level of their safety systems
- Establish safety culture by setting standards and expectations.
- Develop a habit of continuously evaluating safety systems, soliciting feedback and coaching team members.

Guidance

- Conduct a brief overview to confirm that the fundamental requirements of the safety process are being applied.
- Based on the overview, feedback during cascaded safety meetings and/or other observations, select two activities to look at in detail.
- You should have conversations with people about what they are doing, what their challenges are.
- This is not just a check of the documentation.
- When checking activities are being done as required, consider observing the actual activity in progress when possible.
- Conduct critical system audits on activities that are in progress.
- Provide direct feedback to the team and as appropriate leadership.

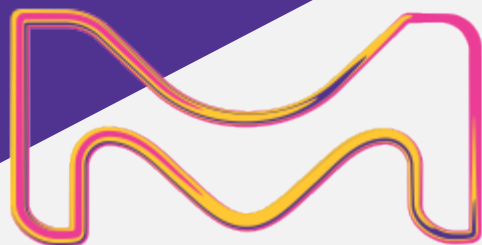


The performance materials business
of Merck KGaA, Darmstadt, Germany
operates as EMD Performance Materials
in the U.S. and Canada.

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