

# Safety in the New Year

The holiday season has come to an end and the start of the new year is an important time to refocus our priorities and concentrate on the safety of ourselves and our team.



## Keep your mind on the job

*Being distracted leads to mistakes which can result in harm to yourself or your workmates.*

## Stay Healthy

*Ensure that you are getting at least 8 hours of sleep, keeping well hydrated and avoiding excess alcohol.*

## Report all hazards and near misses

*Reporting hazards enables us to fix problems before someone gets hurt. If you see something, say something.*

## Lead Change

*If you can see a way to improve safety, talk to your Supervisor, Safety Representative, or WHS Coordinator about your ideas.*

**REMEMBER: Safety is everyone's responsibility. Make sure you are doing your part to make sure everyone goes home safe: every day.**

# Safety in the New Year – Q & A

## **What is a Hazard?**

*An object or situation that has the potential to harm a person, the environment or cause damage to property.*

## **Why should we report Hazards?**

*Reporting hazards enables us to fix problems before someone gets hurt. Roper Gulf WHS policy requires employees to report all hazards.*

## **What should you do if you see a Hazard?**

*Report it to your Supervisor or the WHS Coordinator. If it's safe and practical to do so, fix it e.g. rolling up a hose, removing a trip hazard, clearing stuff away from an exit/fire extinguisher.*

## **What are some Hazards in your work area? (Supervisors discuss ways specific to your work group)**

*E.g. Exposure to unguarded or unprotected equipment, Loose / Wet surface, Objects on the floor, Blocked walkways, Poor design or lay-out of work area, Uneven surfaces, Small or inadequate walkways, Repetitive movement, Awkward/Sustained Postures, Vibration, Inadequate Lighting, Temperature extremes, Humidity extremes, Exposure to sunlight / UV radiation, Chemical storage, Threat of insect or animal bites, Violence in the workplace, Working alone, No procedures, Bullying and harassment, Fatigue, Shift work.*

## **What is a Near Miss?**

*An incident that could have resulted in an injury or illness to people, danger to health, and / or damage to property or the environment.*

## **What can distract us from performing our tasks safely? (Supervisors discuss ways specific to your work group)**

*Mobile phones, personal issues, workplace events, time pressures, fatigue, people around us, weather conditions, radios, music, poor housekeeping, being on "auto pilot".*

## **How can we remain focused on our work?**

*Maintain vigilance – always remember that what we are doing can hurt us if we get it wrong.*

*Ask for help – if you are struggling to stay focussed speak to your supervisor or the employee assistance program.*

## **What can you do to improve Safety in your work area? (Supervisors discuss ways specific to your work group)**

*E.g. Tool cupboards, workplace inspection schedule, improve housekeeping, training, shadow boards, equipment inspections, remove/tag out unsafe equipment, designated storage areas, separate Light Vehicles and Heavy Equipment, use spotters, wear PPE, journey management, fatigue management, healthy lifestyle challenge, sign in/out registers, plan your work, manage change.*