زبان تخصصی رشته کاردانی ایمنی کار و حفاظت فنی

Staying healthy and safe at work is important. No matter what your job, it is important to reduce your risks of injury and illness at work.

Here are some tips to help make your workplace safe.

1. **Understand the risks.** Once you know the particular hazards of your job or workplace, you can take steps to reduce your risk of work-related injury or illness.

2. **Reduce workplace stress.** Common causes include long hours, heavy workload, job insecurity and conflicts with coworkers or bosses. Stress can lead to depression, sleeping difficulties and problems with concentration.

3. **Take regular breaks.** Staying fresh and alert will help you avoid injury or burnout. Schedule the most difficult tasks of each day for times when your concentration is best, such as first thing in the morning.

4. **Avoid stooping or twisting.** Use ergonomically designed furniture and equipment, and rearrange your work area so that everything you need is within easy reach.

5. **Use mechanical aids whenever possible.** Instead of trying to lift or carry a heavy object, use a wheelbarrow, conveyor belt, crane or forklift.

6. **Protect your back.** If you do need to pick up and carry heavy loads, keep the load close to your body and lift with your thigh muscles.

7. **Wear protective equipment to suit the task.** If worn correctly, gear such as earplugs, earmuffs, hard hat, safety goggles, gloves or full-face mask can dramatically reduce your risk of injury.

8. **Stay sober.** Alcohol and drugs are a contributing factor in around three per cent of workplace fatalities.

9. **Talk over any concerns.** Your employer or human resources manager need to be informed about hazards and risks. Your employer is legally obliged to ensure a safe working environment.

10. **Know your rights.** Organisations such as WorkSafe Victoria or unions can offer information and advice on workplace safety issues.

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7 common workplace safety hazards

The National Safety Council has a team of consultants who travel across the country – and the world – to visit worksites and conduct safety audits. But no matter where each team member is, chances are good that he or she will spot one or more of seven common safety hazards. Here, NSC consultants JoAnn Dankert, Namir George and Rachel Harrington identify for *Safety+Health* the workplace hazards they see over and over again.

1 Working at height

It shouldn't be a surprise that Dankert, Harrington and George frequently spot hazards associated with working at height. Bureau of Labor Statistics data shows that falls to a lower level accounted for 14 percent of all fatalities in 2014, and OSHA standards related to scaffolding and ladders are regularly among the most frequently cited violations.

Dankert, an NSC senior consultant based in Arizona, said hazards associated with working at height can originate from a lack of understanding. Employers may not know they have to provide fall protection, or the fall protection gear may not be worn properly or not hooked up to anything. Some employers don't even have a written fall protection procedure or process.

Employers need to identify all locations where fall protection is necessary – as well as where the engineered anchor points are – and train employees and regularly audit the fall protection program, she said.

Watch an interview with National Safety Council Senior Consultant JoAnn Dankert about common safety hazards she finds on jobsites.

Some of those locations may be surprising. Dankert recently visited a manufacturing facility that was expanding and had added to its roof a new 12-foot-tall chiller next to three existing ones. But something was missing. The old equipment had proper fall protection, including swing gates and a railing for when maintenance work is needed, but the new chiller didn't.

"The fall hazard was not about doing work and falling off the roof – it was the equipment on top of that roof," Dankert said. "These are hidden places you don't go to very often, and you just don't think about it."

Dankert cites this case as an example of the need for safety professionals to have a seat at the table when decisions on design or purchases are made. Their input, she said, can save employers time and money.

More advice: Buy the correct-sized gear for workers, and keep in mind that although some work environments may have anchor points readily available, other locations may need an engineer to install them. Remind employees to hook to the anchor point when working at height, and keep a close eye on how well personal protective equipment is holding up. Environments with sharp edges, chemicals or welding, for example, can weaken a harness. Regularly inspect gear, and remove damaged PPE from service.

"Fall protection is like other PPE – it's not good forever and ever," Dankert said.

What Is Workplace Safety?

A safe work environment is a productive one. No matter the size or type of the business, workplace safety procedures are a necessity for all staff. Safety measures protect employees as well as equipment and business property. Avoiding or minimizing injuries and damage to equipment and facilities will result in fewer expenses and more profit for a business.

Hazard Identification

Identifying workplace safety issues is the first step in protecting employees. Common work safety concerns can include ergonomics, presence of hazardous chemicals, mechanical problems, noise pollution, restricted visibility, dangers of falling and weather-related hazards. Issues with non-ergonomic equipment may cause human health problems, including sore backs and carpal tunnel syndrome. Chemicals can explode, causing burns, or pose the danger of poisoning. Mechanical safety issues can occur related to the operation of any machine in the workplace. Noise and visibility issues can compromise an employee's hearing and sight. Falls resulting from poor housekeeping or negligence can cause serious injury and death; procedures should be in place to prevent them. Ice, snow and rain can create hazards of their own; employees need to be trained how to operate equipment safely when weather conditions are bad.

Workplace Safety Policies

Each business should have a safety policy in place, created either by management or in a joint effort between management and staff. Every employeehas a role in carrying out the safety policies. A safety handbook should be created identifying safety issues and spelling out consequences of not following the appropriate safety procedures.

Safety Training

Training is necessary so that employees will know how to practice safety in the workplaces. Depending on the type of equipment used, the training may be required by a federal mandate. For example, any workplace that operates a forklift must provide training for employees for its safe operation. Training can come from outside experts hired to teach classes or employees specially trained to perform safety instruction.

Equipment

Appropriate personal protective equipment (PPE) must be available to anyone who comes in contact with a potential work hazard. This can include hard hats, protective evewear, earplugs, shoes,gloves and clothing. Even an office worker who delivers a message to a work area near a potential hazard must put on the appropriate PPE.

Benefits

Workplace safety results in fewer accidents, which results in fewer costs for worker's compensation, less down time for employees, and less retraining time for workers otherwise needed to replace an injured worker. Avoiding damage to equipment will result in fewer repair costs. Worker performance is improved when workers know how to prevent injuries and have confidence in management's active role in protecting their safety.

Managing Safety and Health

"The discipline that goes into a safety program will spill over into production and quality control. People will be more aware of safety and how they do their jobs. We believe it will work to our benefit with production and quality."

Ben Church, Kaiser Industries

Safety Management Systems

A safety and health system for *your* business

As an employer, it is your responsibility to maintain a safe and healthy workplace. A safety and health management system, or safety program, can help you focus your efforts at improving your work environment. Whatever you call it, your plan describes what the people in your organization do to prevent injuries and illnesses at your workplace.

Your organization will have its own unique system, reflecting your way of doing business, the hazards of your work, and how you manage the safety and health of your employees:

- If you manage a small business in a low-risk industry, your system may simply involve listening to your employees' concerns and responding to them.
- A large business in a hazardous industry may have notebooks full of written policies and procedures and a full-time safety director.

What's most important is that your system works for your organization. It's up to you to decide how best to operate a safe and healthy workplace, and to put your plan into practice.

What makes a successful system?

A successful system will be part of your overall business operation, as important as the other things you do to succeed in business.

Successful safety and health systems have the following in place:

- Managers **committed** to making the program work.
- Employees **involved** in the program.
- A system to **identify and control hazards.**
- **Compliance** with OSHA regulations.
- **Training** on safe work practices.
- **Mutual respect, caring and open communication** in a climate conducive to safety.
- Continuous **improvement** .

Take a look at your safety and health system. Some components may be strong and others may need to be strengthened. The following sections describe these key factors and give ideas about how to make them part of your program. And remember, if you operate one of many thousands of small businesses in Maine, your system can be simple and largely informal.

Use the following as a practical guide and adapt it to your needs. Because small businesses often cannot afford in-house safety and health professionals, you may need help setting up your system. You can call SafetyWorks! --- our services are free and confidential. Your workers' compensation insurance provider, your industry organization, or a private consultant may also be able to help.

I. Make a commitment

Put as much energy into your commitment to safety and health as you put into any other important part of your business. Make sure to include workplace safety and health in your business plan and integrate it into all facets of the business.

- Write a policy that emphasizes the importance you place on workplace safety and health.
- Commit the resources (time, money, personnel) needed to protect your employees.
- Begin meetings with a safety topic.
- Encourage employee participation in safety and health.
- Let employees know they will be expected to follow safe work practices if they work for your business. And follow them yourself.
- Respond to all reports of unsafe or unhealthy conditions or work practices.
- If injuries or illnesses occur, make it your business to find out why.
- Go beyond the regulations; address all hazards, whether or not they are covered by laws.

II. Involve employees

In a safe and healthy workplace, employees have a stake in the success of the program --- safety and health is everyone's responsibility. Actively encourage employee involvement if you want your program to succeed. Hold people accountable and makes sure everyone does their part.

- Establish an active workplace safety and health safety committee.
- Make daily safety inspections part of some employees' jobs.
- Keep employees informed about safety inspections, injury and illness statistics, and other safety-related issues.
- Give everyone a meaningful activity that supports safety.
- Value employee input and feedback. Employees often know more about safety problems and solutions than managers do.
- Make sure employees help review and improve the program.
- Hold employees accountable
    - Include safety and health responsibilities in job descriptions. Make following safe work practices part of performance evaluation.

- Set safety goals and hold everyone accountable.
- Discipline employees who behave in ways that could harm themselves or other.
- Establish a clear system for reporting hazards, injuries, illnesses and close calls.
- Recognize employees who contribute to keeping the workplace safe and healthy.

"... we've had the employees involved with safety. They are aware of what's going on and at this plant there is a culture of people who constantly are looking out for each other and if they see that someone is doing something unsafe or risky, they are going to say something to them. They are not afraid to go directly to that person and say, you should have your hair tied back, or your safety glasses on, or you shouldn't really be reaching into there."

Ken David, Pride Manufacturing

III. Identify and control hazards

Before you can control hazards you need to know what the hazards are. Here are some ways to identify safety and health hazards:

- **Review records** of accidents, injuries, illnesses, and close calls
- review OSHA logs, first aid logs, workers' compensation reports, complaints, and close calls
- look for trends or common factors in
  - kinds of injuries or illnesses
  - parts of body
  - time of day/shift
  - location
  - equipment
  - protective equipment
  - department
- **Survey employees**
- **Review inspection reports** from enforcement inspections, insurance surveys, or consultations.
- **Learn the OSHA regulations** that have to do with your workplace.
- **Inspect your workplace** for safety and health problems, current and potential. **SafetyWorks!** consultants can help you survey your workplace.
  - Use checklists to locate dangerous conditions.

- Watch employees work to spot unsafe work practices.
- Perform Job Hazard Analysis.
- Conduct air and noise sampling where exposures exist.

Once you know the hazards, you can decide how to control them.

- **Prioritize** the hazards you found
  - Which are most likely to cause serious injury or illness?
  - Which can you fix immediately?
  - Do you have to make long term plans to correct some of the hazards?
- **Make a plan** for correcting the hazards
  - Conduct job hazard analysis to identify how best to correct the hazards
  - Find out best practices from companies in your industry
- **Correct the hazards**
  - Engineering controls eliminate the hazards through safe tools, facilities, and equipment. These are the best controls.
  - Administrative controls don't remove the hazards; they reduce exposure by changing the work practices. For instance, rotating workers, rest breaks, training programs.
  - Personal protective equipment puts a barrier between the employee and the hazard, using, for example, gloves or safety shoes. If you use personal protective equipment, you have to assess the hazard beforehand and train employees the right way to use the equipment.
- **Evaluate the changes** to make sure they have corrected the problem and not created other hazards. And periodically re-survey the work environment and work practices.

IV. Comply with regulations

Employers must identify the OSHA regulations that apply in their workplaces and comply with them. SafetyWorks! classes and consultations can help with this.

- Develop required programs
- Maintain the OSHA 300 log if required for your business.

V. Train Employees

Train personnel about the hazards they may be exposed to at work and how to protect themselves. Keep records of all training. Provide:

- General safety orientation for new employees and employees starting new jobs, including company safety regulations and emergency procedures.

- Specific training on the hazards of their jobs and how to do their jobs safely. (Many OSHA standards include specific training requirements)
- Retraining
    - As required by the standards
    - When jobs change
    - When employees return from long absence
    - As needed to ensure employees know how to do their jobs safely.

VI. Support a culture of safety

Workers hold safety as a value; they actively care about themselves and others. Mutual respect is the norm.

- Establish effective two-way communication. Respond to the needs and concerns of workers.
- Make sure management goes beyond the regulations to ensure a safe workplace.
- Encourage workers to go "beyond the call of duty" to ensure a safe workplace.
- Support a work environment that fosters trust, creativity, and general well-being.
- Celebrate your success with SHARP or other recognition programs.

VII. Continually improve your system

Review your program's strengths and weaknesses. Does it accurately reflect how you want to manage safety and health?

- Use OSHA's Safety and Health Program Assessment Worksheet to find out how you're doing.
- Review annually and as needed
- Investigate accidents, injuries, illnesses and close calls as they occur.
- Conduct frequent (daily, weekly as needed) inspections of specific equipment and processes.
- Evaluate your injury and illness statistics
- Document all your safety efforts.
- Change analysis: Review new and changed processes, materials, facilities and equipment for hazards
- Ensure hazard correction systems are in place and working
- Evaluate effectiveness of training
- Listen to your staff: Do employees know the hazards of their jobs and how to work safely? Are managers enforcing safe work practices and praising safe behavior?

Risk at Work - Personal protective equipment (PPE)

Employers have duties concerning the provision and use of personal protective equipment (PPE) at work.

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

Case study

Why is PPE important?

Making the workplace safe includes providing instructions, procedures, training and supervision to encourage people to work safely and responsibly.

Even where engineering controls and safe systems of work have been applied, some hazards might remain. These include injuries to:

- the lungs, eg from breathing in contaminated air
- the head and feet, eg from falling materials
- the eyes, eg from flying particles or splashes of corrosive liquids
- the skin, eg from contact with corrosive materials
- the body, eg from extremes of heat or cold

PPE is needed in these cases to reduce the risk.

What do I have to do?

- Only use PPE as a last resort
- If PPE is still needed after implementing other controls (and there will be circumstances when it is, eg head protection on most construction sites), you must provide this for your employees free of charge
- You must choose the equipment carefully (see selection details below) and ensure employees are trained to use it properly, and know how to detect and report any faults

Selection and use

You should ask yourself the following questions:

- Who is exposed and to what?
- How long are they exposed for?
- How much are they exposed to?

When selecting and using PPE:

- Choose products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 – suppliers can advise you
- Choose equipment that suits the user – consider the size, fit and weight of the PPE. If the users help choose it, they will be more likely to use it
- If more than one item of PPE is worn at the same time, make sure they can be used together, eg wearing safety glasses may disturb the seal of a respirator, causing air leaks
- Instruct and train people how to use it, eg train people to remove gloves without contaminating their skin. Tell them why it is needed, when to use it and what its limitations are

Other advice on PPE

- Never allow exemptions from wearing PPE for those jobs that 'only take a few minutes'
- Check with your supplier on what PPE is appropriate – explain the job to them
- If in doubt, seek further advice from a specialist adviser

Maintenance

PPE must be properly looked after and stored when not in use, eg in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.

Think about:

- using the right replacement parts which match the original, eg respirator filters
- keeping replacement PPE available
- who is responsible for maintenance and how it is to be done
- having a supply of appropriate disposable suits which are useful for dirty jobs where laundry costs are high, eg for visitors who need protective clothing

Employees must make proper use of PPE and report its loss or destruction or any fault in it.

Monitor and review

- Check regularly that PPE is used. If it isn't, find out why not
- Safety signs can be a useful reminder that PPE should be worn
- Take note of any changes in equipment, materials and methods – you may need to update what you provide

Types of PPE you can use

Eyes

Hazards
Chemical or metal splash, dust, projectiles, gas and vapour, radiation

Options
Safety spectacles, goggles, face screens, faceshields, visors

Note
Make sure the eye protection chosen has the right combination of impact/dust/splash/molten metal eye protection for the task and fits the user properly

Head and neck

Hazards
Impact from falling or flying objects, risk of head bumping, hair getting tangled in machinery, chemical drips or splash, climate or temperature

Options
Industrial safety helmets, bump caps, hairnets and firefighters' helmets

Note

- Some safety helmets incorporate or can be fitted with specially-designed eye or hearing protection
- Don't forget neck protection, eg scarves for use during welding
- Replace head protection if it is damaged

Ears

Hazards
Noise – a combination of sound level and duration of exposure, very high-level sounds are a hazard even with short duration

Options
Earplugs, earmuffs, semi-insert/canal caps

Note

- Provide the right hearing protectors for the type of work, and make sure workers know how to fit them
- Choose protectors that reduce noise to an acceptable level, while allowing for safety and communication

Hands and arms

Hazards
Abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, vibration, biological agents and prolonged immersion in water

Options
Gloves, gloves with a cuff, gauntlets and sleeving that covers part or all of the arm

Note

- Avoid gloves when operating machines such as bench drills where the gloves might get caught
- Some materials are quickly penetrated by chemicals – take care in selection, see HSE's skin at work website
- Barrier creams are unreliable and are no substitute for proper PPE
- Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems. Using separate cotton inner gloves can help prevent this

Feet and legs

Hazards

Wet, hot and cold conditions, electrostatic build-up, slipping, cuts and punctures, falling objects, heavy loads, metal and chemical splash, vehicles

Options

Safety boots and shoes with protective toecaps and penetration-resistant, mid-sole wellington boots and specific footwear, eg foundry boots and chainsaw boots

Note

- Footwear can have a variety of sole patterns and materials to help prevent slips in different conditions, including oil - or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating
- Appropriate footwear should be selected for the risks identified

Lungs

Hazards

- Oxygen-deficient atmospheres, dusts, gases and vapours

Options – respiratory protective equipment (RPE)

- Some respirators rely on filtering contaminants from workplace air. These include simple filtering facepieces and respirators and power-assisted respirators
- Make sure it fits properly, eg for tight-fitting respirators (filtering facepieces, half and full masks)
- There are also types of breathing apparatus which give an independent supply of breathable air, eg fresh-air hose, compressed airline and self-contained breathing apparatus

Note

- The right type of respirator filter must be used as each is effective for only a limited range of substances
- Filters have only a limited life. Where there is a shortage of oxygen or any danger of losing consciousness due to exposure to high levels of harmful fumes, only use breathing apparatus – never use a filtering cartridge

- You will need to use breathing apparatus in a confined space or if there is a chance of an oxygen deficiency in the work area
- If you are using respiratory protective equipment, look at HSE's publication Respiratory protective equipment at work: A practical guide

Whole body

Hazards
Heat, chemical or metal splash, spray from pressure leaks or spray guns, contaminated dust, impact or penetration, excessive wear or entanglement of own clothing

Options
Conventional or disposable overalls, boiler suits, aprons, chemical suits

Note

- The choice of materials includes flame-retardant, anti-static, chain mail, chemically impermeable, and high-visibility

Don't forget other protection, like safety harnesses or life jackets

Emergency equipment

Careful selection, maintenance and regular and realistic operator training is needed for equipment for use in emergencies, like compressed-air escape breathing apparatus, respirators and safety ropes or harnesses

Introduction

Health, Safety and Environmental (HSE) Management is an integral and essential part of the way we do our business and is considered an equal part of the wider system for the management of our business.

Through effective management, Ensign aims to be the preferred contractor and the favoured employer. The requirements set out in this document constitute the expectations for divisional compliance with Ensign policy.

The purpose of this document is to describe:

- The structure for the management of Health, Safety and Environmental (HSE) within the Ensign divisions.
- The expectations for each element of the HSE Management System.

It is the responsibility of each division to determine how these expectations and requirements are to be achieved.

Health, Safety and Environmental Policy

Our goal is to protect our people, the public, our property and the environment in which they work and live. It is a commitment that is in the best interests of our customers, our employees and all other stakeholders.

It is possible to run all operations without injuries or damage to equipment or the environment:

- We will comply with all applicable laws and relevant industry standards of practice.
- We will continuously evaluate the Health, Safety and Environmental (HSE) aspects of our equipment and services.
- We believe that effective HSE management is good business and we are committed to the continuous improvement of HSE management practices.
- From top management through to entry level, everyone is responsible and accountable for HSE.

We are committed to the integration of HSE objectives into our management systems at all levels. This will enhance our business success by reducing risk and adding value to our services.

Bob Geddes
President

N. Murray Edwards
Chairman

Our Mission

To strive for global excellence in providing services to the energy industry worldwide.

To distinguish ourselves through listening, learning and understanding industry challenges and to capitalize on strategic and opportunistic possibilities.

To provide services that are attractive and fair to our customers and earn their loyalty while also providing value to our shareholders.

To create a work place that protects worker health and safety with due respect for the environment, and promote an atmosphere to grow employee learning and opportunity in a way that is fulfilling, recognized and fairly rewarded.

Our Vision

Driving to Zero
Injuries - Incidents

Ensign expects its personnel to achieve year-over-year improvement in safety performance while *Driving to Zero* injuries.

Ensign is aiming for a destination called "zero" – zero safety incidents, zero injuries and zero days off work due to injury; in other words, a perfect HSE record. *Driving to Zero* means accepting that every incident is preventable.

Our *Driving to Zero* vision is a "decision to change" – change behaviour and the way things are done to ensure safety is always at the forefront for every employee. As a global oilfield services company, we expect our workers to make safety on-the-job and off-the-job an everyday priority by emphasizing five safety principles:

- Participation
- Accountability
- Consistency
- Communication
- Training

At Ensign, we expect people to come to the job site and for just one shift, not have any injures. Then we achieve it on the next shift, and the next. Day after day. We know it can be done because many of our work sites achieve it every day, year after year.

The *Driving to Zero* vision does not mean that another injury will never occur. Rather, it means a commitment to working as many hours as possible without an injury. And it requires an attitude – an attitude that says any injury or incident, even a small one, shouldn't be taken lightly. Any incident is unacceptable. That's the attitude that is key to *Driving to Zero*.

It's an attitude that we expect from each employee at Ensign.

HSE Management System

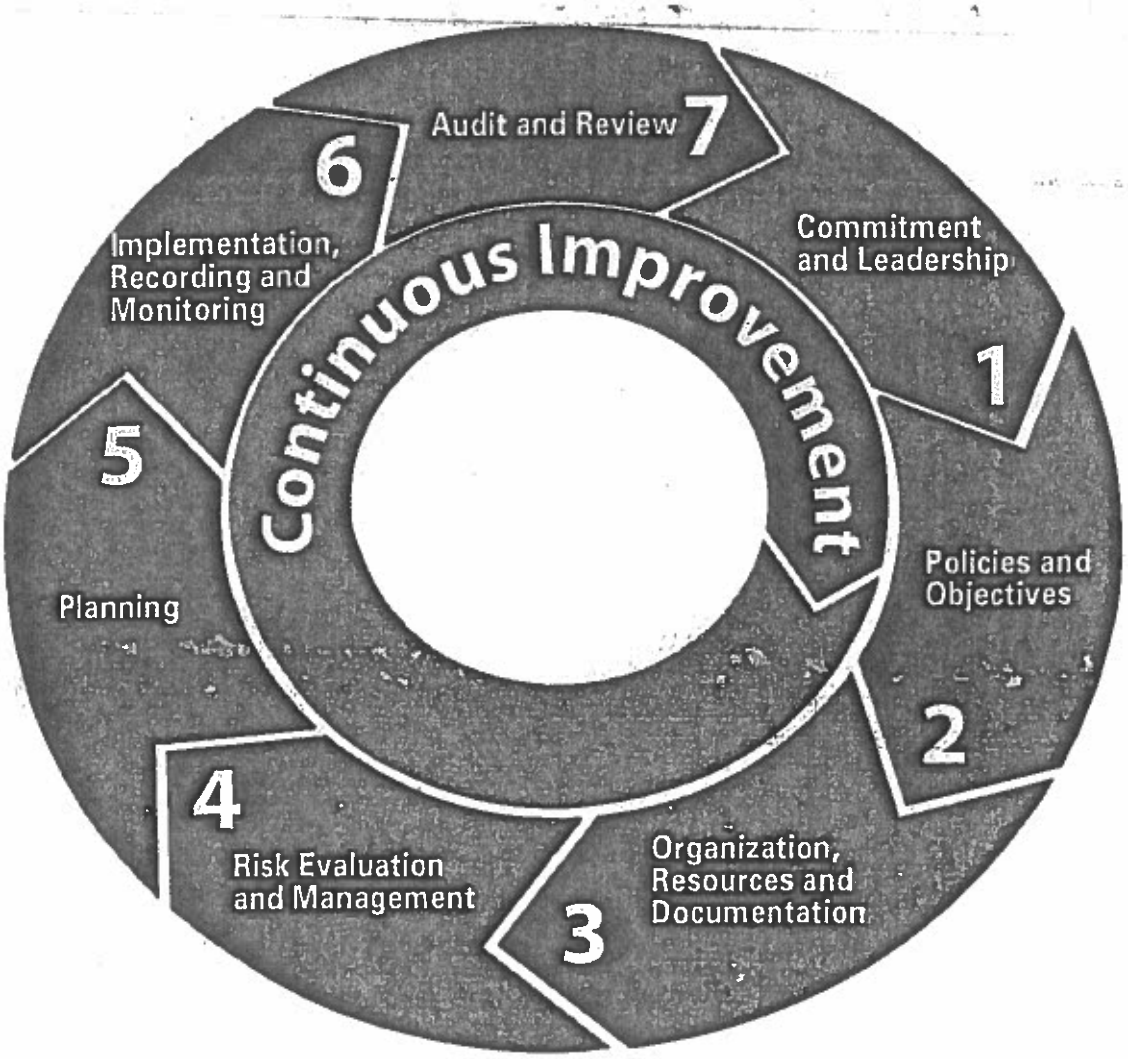
The Ensign HSE Management System defines the elements by which we will conduct our operations worldwide in order to protect our people, the public, our property and the environment in which they work and live.

The HSE Management System model is comprised of seven interrelated elements with underlying expectations:

1. Commitment and Leadership
2. Policies and Objectives
3. Organization, Resources and Documentation
4. Risk Evaluation and Management
5. Planning
6. Implementation, Recording and Monitoring
7. Audit and Review

Each division must communicate these expectations to all employees, customers and third parties associated with our business. Each division must provide positive evidence of conformance to this Management System and continuous improvement.

Elements in the Business



1. Commitment and Leadership

Management shall provide strong visible commitment, leadership and personal involvement in health, safety and the environment. Management shall make available the resources necessary to achieve our HSE objectives.

Expectations

- Set a personal example day to day by following HSE rules.
- Make decisions that consider HSE matters equal to cost, quality, morale and production.
- Delegate the necessary authority to the appropriate personnel and allocate resources to carry out HSE functions.
- Visit operations on a regular basis to demonstrate commitment and recognize performance in HSE matters.
- Hold those in positions of authority accountable at all levels of the company for compliance with company policies and global standards.
- Develop HSE objectives at your level of responsibility.
- Communicate with employees, clients, subcontractors and industry personnel so that they know and understand the intent of HSE policies.
- Celebrate and promote your HSE success.

2. Policies and Objectives

Say what you are going to do. Develop and communicate policies demonstrating a commitment to HSE that is consistent with, and at least equal to, other business aims. Supporting objectives shall be defined, deployed and maintained at all organizational levels.

Expectations

- **Develop local HSE policies that support and are consistent with corporate standards.**
- **Set objectives for continuous improvement.**
- **Involve all levels of management and personnel in the development of objectives for the division.**
- **Develop specific objectives for the reduction of risk.**
- **Communicate the policies and objectives to all employees in a clear, readily understood, medium.**
- **Develop performance measures to guide and gauge progress towards achieving objectives.**
- **Meet and strive to exceed regulatory requirements in all jurisdictions.**
- **Review policies and objectives at all levels on a regular basis, to determine continued validity.**

3. Organization, Resources and Documentation

Define, document and communicate the roles, responsibilities and accountabilities to enable every individual to fulfill their role in improving HSE performance.

Expectations

- Define the interrelationships between individuals, operating groups, support functions, employees, clients and partners in joint activities, trade associations and regulatory bodies.
- Appoint and support a management team representative to act as the focal point for HSE matters.
- Ensure that each group and individual receives sufficient information and training to fulfill their role with respect to HSE.
- Allocate sufficient resources to support policies and work towards achieving objectives set for HSE issues.
- Ensure a system that provides and maintains effective procedures, resource material and records on HSE subjects.

4. Risk Evaluation and Management

Continually evaluate the HSE risks to the workforce, customers and the environment. Continually evaluate processes and activities for specific hazards – assess potentials, record and control the subsequent risk to a tolerable level.

Expectations

- Establish a methodology that identifies both acute and chronic hazards and their associated impacts. Address routine and non-routine tasks, emergencies and outside influences.
- Conduct hazard assessments during the design, development, operating and decommissioning stages of equipment, processes and facilities.
- Control hazards and reduce risk to a tolerable level through mitigating and recovery measures.
- Apply risk management tools to all proposed activities including acquisitions, bids and new business development.

5. Planning

HSE considerations shall be integral to all aspects of business planning or changes in the design, development, purchasing and delivery of our products and services.

Expectations

- Identify and evaluate the consequences to health, safety and the environment when making changes to organizational structure, personnel, equipment, processes or procedures.
- Assign responsibility for the achievement of HSE objectives in plans at all levels of the organization.
- Determine the resources required to achieve the plan.
- Identify the means by which the plan is to be achieved.
- Set a time scale and develop milestones for implementation.
- Develop contingency plans for emergencies and in cases when plans or objectives cannot be completely achieved.
- Regularly review and follow up on progress towards achieving the HSE plans and objectives.

6. Implementation, Recording and Monitoring

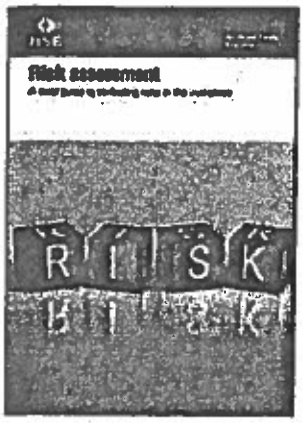
Do what you said you would do. Determine and record whether those actions are effective. Activities shall be conducted in accordance with defined standards, and continuous improvement shall be promoted and monitored through active employee participation.

Expectations

- Assign necessary resources and authority to groups or individuals to implement plans, processes, procedures and work instructions.
- Hold personnel accountable for completing tasks according to plans and HSE performance standards.
- Develop and use systematic monitoring systems for both proactive and reactive performance measures to measure and support HSE objectives.
- Determine non-compliance and the opportunity for practicable improvement against performance measures.
- Determine what records are needed to meet HSE policies, objectives, company standards, local laws or regulations and customer requirements.
- Create records that are clear, easily understood and unambiguous in the language applicable to Ensign. Store records for a time interval consistent with good practice and local regulations.
- Collect and record information on incidents which actually, or have the potential to, affect health, safety and the environment.
- Evaluate incident information to determine the need for corrective action to prevent recurrence. Distribute lessons learned.

Risk assessment

A brief guide to controlling risks in the workplace



This is a web-friendly version of leaflet INDG163(rev4), published 08/14

This leaflet is aimed at employers, managers and others with responsibility for health and safety. It will also be useful to employees and safety representatives.

Introduction

As part of managing the health and safety of your business, you must control the risks in your workplace. To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm.

This is known as risk assessment and it is something you are required by law to carry out. **If you have fewer than five employees you don't have to write anything down.**

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. You are probably already taking steps to protect your employees, but your risk assessment will help you decide whether you have covered all you need to.

Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm.

For some risks, other regulations require particular control measures. Your assessment can help you identify where you need to look at certain risks and these particular control measures in more detail. These control measures do not have to be assessed separately but can be considered as part of, or an extension of, your overall risk assessment.

Identify the hazards

One of the most important aspects of your risk assessment is accurately identifying the potential hazards in your workplace.

A good starting point is to walk around your workplace and think about any hazards. In other words, what is it about the activities, processes or substances used that could injure your employees or harm their health?

When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- **Check manufacturers' instructions** or data sheets for chemicals and equipment as they can be very helpful in explaining the hazards and putting them in their true perspective.

- **Look back at your accident and ill-health records** – these often help to identify the less obvious hazards.
- **Take account of non-routine operations** (eg maintenance, cleaning operations or changes in production cycles).
- **Remember to think about long-term hazards to health** (eg high levels of noise or exposure to harmful substances).
- **Visit the HSE website (www.hse.gov.uk)** – HSE publishes practical guidance on hazards and how to control them.

There are some hazards with a recognised risk of harm, for example working at height, working with chemicals, machinery, and asbestos. Depending on the type of work you do, there may be other risks that are relevant to your business.

Who might be harmed?

Then think **how** employees (or others who may be present, such as contractors or visitors) might be harmed. Ask your employees what they think the hazards are, as they may notice things that are not obvious to you and may have some good ideas on how to control the risks.

For each hazard you need to be clear about who might be harmed – it will help you identify the best way of controlling the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (eg people working in the storeroom or passers-by). Remember:

- Some workers may have particular requirements, eg new and young workers, migrant workers, new or expectant mothers, people with disabilities, temporary workers, contractors, homeworkers and lone workers (www.hse.gov.uk/toolbox/workers).
- Think about people who might not be in the workplace all the time, such as visitors, contractors and maintenance workers.
- Take members of the public into account if they could be harmed by your work activities.
- If you share a workplace with another business, consider how your work affects others and how their work affects you and your workers. Talk to each other and make sure controls are in place.
- Ask your workers if there is anyone you may have missed.

Evaluate the risks

Having identified the hazards, you then have to decide how likely it is that harm will occur, ie the level of risk and what to do about it. Risk is a part of everyday life and you are not expected to eliminate all risks. What you must do is make sure you know about the main risks and the things you need to do to manage them responsibly.

Generally, you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.

Your risk assessment should only include what you could reasonably be expected to know – **you are not expected to anticipate unforeseeable risks.**

Look at what you're already doing and the control measures you already have in place. Ask yourself:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

Some practical steps you could take include:

- trying a less risky option;
- preventing access to the hazards;
- organising your work to reduce exposure to the hazard;
- issuing protective equipment;
- providing welfare facilities such as first aid and washing facilities;
- involving and consulting with workers.

Improving health and safety need not cost a lot. For instance, placing a mirror on a blind corner to help prevent vehicle accidents is a low-cost precaution, considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen.

Involve your workers, so you can be sure that what you propose to do will work in practice and won't introduce any new hazards (www.hse.gov.uk/involvement).

If you control a number of similar workplaces containing similar activities, you can produce a model risk assessment reflecting the common hazards and risks associated with these activities.

You may also come across model assessments developed by trade associations, employers' bodies or other organisations concerned with a particular activity. You may decide to apply these model assessments at each workplace, but you can only do so if you:

- satisfy yourself that the model assessment is appropriate to your type of work;
- adapt the model to the detail of your own work situations, including any extension necessary to cover hazards and risks not referred to in the model.

Record your significant findings

Make a record of your significant findings – the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls.

If you have fewer than five employees you don't have to write anything down. But it is useful to do this so you can review it at a later date, for example if something changes. If you have five or more employees you are required by law to write it down.

Any paperwork you produce should help you to communicate and manage the risks in your business. For most people this does not need to be a big exercise – just note the main points down about the significant risks and what you concluded.

An easy way to record your findings is to use our risk assessment template (www.hse.gov.uk/risk).

When writing down your results keep it simple, for example 'fume from welding – local exhaust ventilation used and regularly checked'.

A risk assessment must be suitable and sufficient, ie it should show that:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low;
- you involved your employees or their representatives in the process.

Where the nature of your work changes fairly frequently or the workplace changes and develops (eg a construction site), or where your workers move from site to site, your risk assessment may have to concentrate more on a broad range of risks that can be anticipated.

Take a look at the selection of example risk assessments on HSE's website (www.hse.gov.uk/risk). They show you what a completed risk assessment might look like for your type of workplace. You can use these as a guide when doing your own.

The site also has online risk assessment tools, to help employers complete and print off their own records.

If your risk assessment identifies a number of hazards, you need to put them in order of importance and address the most serious risks first.

Identify long-term solutions for the risks with the biggest consequences, as well as those risks most likely to cause accidents or ill health. You should also establish whether there are improvements that can be implemented quickly, even temporarily, until more reliable controls can be put in place.

Remember, the greater the hazard the more robust and reliable the measures to control the risk of an injury occurring will need to be.

Regularly review your risk assessment

Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. So it makes sense to review what you are doing on an ongoing basis, look at your risk assessment again and ask yourself:

- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your workers spotted a problem?
- Have you learnt anything from accidents or near misses?

Make sure your risk assessment stays up to date.

Find out more

HSE's risk management pages (including templates, as well as risk assessment tools and examples): www.hse.gov.uk/risk

Health and safety made simple: The basics for your business Leaflet INDG449 HSE Books 2011 www.hse.gov.uk/pubns/indg449.htm Microsite: www.hse.gov.uk/simple-health-safety

The health and safety toolbox: How to reduce risks at work HSG268 HSE Books 2014 ISBN 978 0 7176 6587 7 www.hse.gov.uk/pubns/books/hsg268.htm Microsite: www.hse.gov.uk/toolbox

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available at www.hse.gov.uk/pubns/indg163.htm.

First published 08/14.

Noise at work

A brief guide to controlling the risks

This is a web-friendly version of leaflet INDG362(rev2), published 11/12

Introduction

What is this leaflet about?

Loud noise at work can damage people's hearing and lead to risks to safety. This leaflet explains what you, as an employer, need to do under the Control of Noise at Work Regulations 2005 to protect your employees from noise. It will also be useful to employees and their representatives.

This leaflet tells you about:

- the harm that noise can cause;
- the legal duties on employers;
- identifying if there is a problem with noise in your workplace;
- controlling noise and preventing harm.

What harm can noise cause?

Hearing damage

Noise at work can cause hearing damage that is **permanent** and **disabling**. This can be hearing loss that is gradual because of exposure to noise over time, but also damage caused by sudden, extremely loud noises. The damage is disabling as it can stop people being able to understand speech, keep up with conversations or use the telephone.

Hearing loss is not the only problem. People may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

Safety issues

Noise at work can interfere with communications and make warnings harder to hear. It can also reduce people's awareness of their surroundings. These issues can lead to safety risks – putting people at risk of injury or death.

The law

The Control of Noise at Work Regulations 2005 (the 'Noise Regulations') require you to eliminate or reduce risks to health and safety from noise at work.

Depending on the level of risk, you should:

- take action to reduce the noise exposure; and also
- provide your employees with personal hearing protection.

Other duties under the Regulations include the need to:

- make sure the legal limits on noise exposure are not exceeded;
- maintain and ensure the use of equipment you provide to control noise risks;
- provide your employees with information, instruction and training; and
- carry out health surveillance (monitor workers' hearing ability).

The Regulations apply where work activities expose people at work (your employees or other workers affected by your work activities) to risks to their health and safety from noise.

The Regulations do not apply where people who are not at work are exposed to risks to their health and safety from noise related to work activities; however, the general duties of section 3 of the Health and Safety at Work etc Act 1974 may apply in such cases.

Do I have a noise problem in my workplace?

You will probably need to do something about the noise if any of the following apply:

- the noise is intrusive – for example, as noisy as a busy road, a vacuum cleaner or a crowded restaurant – or worse than intrusive, for most of the working day;
- your employees have to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day;
- your employees use noisy powered tools or machinery for more than half an hour each day;
- your sector is one known to have noisy tasks, eg construction, demolition or road repair; woodworking; plastics processing; engineering; textile manufacture; general fabrication; forging or stamping; paper or board making; canning or bottling; foundries; waste and recycling;
- there are noises due to impacts (such as hammering, drop forging, pneumatic impact tools etc), explosive sources such as cartridge-operated tools or detonators, or guns.

Situations where you will need to consider safety issues in relation to noise include where:

- you use warning sounds to avoid or alert to dangerous situations;
- working practices rely on verbal communications;
- there is work around mobile machinery or traffic.

Decide what action is needed

If any of the statements in the previous section apply, it is likely you will need to take some further action. You should carry out a risk assessment to decide what action is needed, and develop a plan.

A risk assessment means more than just taking measurements of noise – measurements may not even be necessary. Your risk assessment should:

- identify where there may be a risk from noise and who is likely to be affected, include:
  - risks to health; and
  - risks to safety;
- contain an estimate of your employees' exposures to noise (see 'Noise exposure levels');
- identify what you need to do to comply with the law, eg whether noise-control measures and/or personal hearing protection are needed, or whether working practices are safe; and
- identify any employees who need to be provided with health surveillance and whether any are at particular risk.

You must record the findings of your risk assessment. You must also record the action you have taken, or intend to take, to comply with the law.

You should review your risk assessment if circumstances change or if it is no longer valid, for example if the work changes and this affects workers' noise exposure, or there are changes to the availability, applicability or cost of noise-control measures. You should not leave it for more than about two years without checking whether a review is needed.

Noise exposure levels

Estimating noise exposure

You are required to make a reliable, representative estimate of your workers' daily personal noise exposure. Daily personal noise exposure, or $L_{EP,d}$, represents a daily noise 'dose' – a combination of 'how loud' and 'how long exposed' for the various noises that a person is exposed to in a working day.

You also need to determine the likely peak sound pressure levels, L_{Cpeak}, to which workers are exposed.

This means thinking about:

- what work is done or likely to be done;
- the ways in which the work may be done; and
- how the work might vary from one day to the next.

It may be possible for you to estimate the $L_{EP,d}$ or the L_{Cpeak} for some or all of your workers from published information, such as HSE industry-specific guidance. Noise level information may come from other sources, such as:

- measurements in your own workplace;

- other workplaces similar to yours; and
- data from suppliers of machinery.

Do not make any allowance for the wearing of personal hearing protection when you estimate workers' noise exposure levels.

Personal noise exposure may also be calculated over a week rather than a day, if the noise exposure of workers varies markedly from day to day. This is written as $L_{EP,w}$. Noise exposure calculators are available on the HSE website.

Exposure action values

The Noise Regulations define 'exposure action values' – levels of noise exposure which, if exceeded, require you to take specific action. There are 'lower' and 'upper' action values.

You need to compare your estimated noise exposure with the action values to know what specific actions are required of you in addition to your general duty to reduce risks from noise.

	Lower exposure action value (decibels)	Upper exposure action value (decibels)
Daily or weekly personal noise exposure ($L_{EP,d}$ or $L_{EP,w}$)	80	85
Peak sound pressure (L_{Cpeak})	135	137

Take action – control the risks

When is action required?

Wherever there is noise at work you should be looking for alternative processes, equipment and/or working methods which would make the work quieter or mean people are exposed for shorter times. You should also keep up with what is good practice or the standard for noise-control within your industry, eg through your trade association, or machinery or equipment suppliers.

Where your employees are likely to be exposed at or above the upper exposure action values, you must take action to reduce noise exposure with a planned programme of noise control.

Even where noise exposures are below upper exposure action values, you should take action to reduce the risks, eg reducing exposure further.

Any action you take should be 'reasonably practicable' – in proportion to the level of risk. If exposure is below lower action values, the risk is low and it is likely no action is required – but if there are simple, inexpensive practical steps that would reduce risks further, you should consider implementing them.

How can I control noise?

There are many ways of reducing noise and noise exposure. It is within the capabilities of nearly all businesses to decide on practical, cost-effective actions to control noise risks, if necessary by looking at the advice available (eg the HSE website).

First think about how to remove the source of noise altogether – for example, housing a noisy machine where it cannot be heard by workers. If that is not possible, investigate:

- using quieter equipment or a different, quieter process;
- engineering/technical controls to reduce, at source, the noise produced by a machine or process;
- using screens, barriers, enclosures and absorbent materials to reduce the noise on its path to the people exposed;
- designing and laying out the workplace to create quiet workstations;
- improved working techniques to reduce noise levels;
- limiting the time people spend in noisy areas.

Measures that give ongoing or medium- and long-term benefits, and would be expected to be part of your noise-control programme, are:

- a low-noise purchasing policy for machinery and equipment;
- proper and regular maintenance of machinery and equipment that takes account of noise.

Where your noise-control measures require actions from employees to be effective (eg making proper use of noise enclosures or following approved low-noise working methods), you should make sure employees do what is required. Make sure that employees have appropriate information, instruction and training, and ensure appropriate supervision. Employees have a duty to make use of any noise-control measures you provide.

Plan for maintenance

You have a duty to maintain anything you provide that is intended to control noise. You should put in place a system to ensure that noise-control equipment is maintained so that it continues to be effective. This can be incorporated into your systems for routine and reactive maintenance. The effectiveness of many noise-control measures can be significantly reduced even though the level of disrepair seems minor.

Choose quieter equipment and machinery

When hiring or buying equipment you should consider noise alongside other factors (eg general suitability, efficiency). Compare the noise data from different machines as this will help you to buy from among the quieter ones.

Manufacturers of work equipment have legal duties regarding the equipment they supply (see 'Duties of machine manufacturers on noise') and you have a duty under the Provision and Use of Work Equipment Regulations 1998 to only provide your workers with equipment that meets relevant supply laws.

When using a manufacturer's noise data you will need to make sure that the data is representative of the way you intend to use the equipment. Be cautious when using manufacturers' data other than for comparing equipment; for example, the data is likely only to be a guide to personal noise exposure as many factors affect the noise levels experienced by employees.

You should ask your supplier about:

- installation arrangements, eg methods of mounting and location, to ensure machinery operates as quietly as possible;
- how different ways of operating the machine affect the noise it produces;
- maintenance arrangements to ensure the machine continues to operate properly and does not get louder over time.

Duties of machine manufacturers on noise

Under the Health and Safety at Work etc Act 1974 and the Supply of Machinery (Safety) Regulations 2008 a supplier of machinery must:

- provide machinery that is safe and without risk to health, with the necessary information and instructions to ensure those aims can be met during installation, use and maintenance;
- design and construct machinery so that the noise produced is as low as possible;
- provide information about the noise the machinery produces, including descriptions of the operating conditions under which the noise was measured.

Safety risks

Where warning sounds are used to avoid or alert to dangerous situations, they should be selected to be clearly audible in the environment in which they are used, taking account of the hearing ability of the people involved and any use of personal hearing protection.

Systems of work where safety relies on verbal communications should be avoided where levels of noise or wearing hearing protection could lead to misunderstandings.

Where personal hearing protection is being used when working around mobile machinery or traffic, particular consideration should be given to the types of protector you supply and the ways in which you expect workers to make use of them.

Exposure limits

There are legal limits on the levels of noise to which workers may be exposed.

To comply with the exposure limits you must ensure that your workers' noise exposure, reduced by an appropriate factor if they are using personal hearing protection, is not above:

- 87 decibels for daily or weekly personal noise exposure ($L_{EP,d}$ or $L_{EP,w}$); and
- 140 decibels for peak sound pressure (L_{Cpeak}).

Complying with exposure limits is only one aspect of your legal duties under the Noise Regulations. It is separate from your duty to reduce risks from noise to as low as is reasonably practicable.

Personal hearing protection

When should personal hearing protection be used?

Hearing protection should be issued to employees:

- where extra protection is needed above what has been achieved using noise control;
- as a short-term measure while other methods of controlling noise are being developed.

You should not use hearing protection as an alternative to controlling noise by technical and organisational means.

Providing hearing protectors and managing their use

The Noise Regulations require you to:

- provide employees with hearing protectors and make sure they use them fully and properly when their noise exposure exceeds the upper exposure action values;
- provide employees with hearing protectors if they ask for them, and their noise exposure is between the lower and upper exposure action values;
- identify hearing protection zones – areas of the workplace where access is restricted, and where wearing hearing protection is compulsory.

To make sure protectors are worn fully (all of the time they are needed) and properly (fitted or inserted correctly) will require you to have systems of supervision and training. Also consider the use of spot checks and audits.

Selecting suitable hearing protectors

You should take account of the following in selecting the hearing protectors you provide to your workers:

- choose a suitable protection factor – sufficient to eliminate risks from noise but not so much protection that wearers become isolated;
- consider the work and working environment, eg physical activity, comfort and hygiene;
- compatibility with other protective equipment, eg hard hats, masks and eye protection.

You should only supply CE-marked hearing protectors. You must consult with workers and their representatives over the types of protector provided.

Maintenance of hearing protectors

You have a duty to maintain hearing protection so that it works effectively. Factors that affect the level of protection, such as the headband tension and the condition of seals, should be checked as part of your system of maintenance.

Employees have a duty to report any defects in hearing protection. This duty should be explained to them, as well as how to identify defects, as part of their training.

Information, instruction and training

What do I need to tell my employees?

Employees should be provided with training so that they understand the risks they may be exposed to, and their duties and responsibilities. Where they are exposed above the lower exposure action values you should at least tell them:

- their likely noise exposure and the risk to hearing this creates;
- what you are doing to control risks and exposures;
- where and how to obtain hearing protection;
- how to identify and report defects in noise-control equipment and hearing protection;
- what their duties are under the Noise Regulations;
- what they should do to minimise the risk, such as the proper way to use noise-control equipment and hearing protection;
- your health surveillance systems.

You can give HSE's pocket card *Noise: Don't lose your hearing!* to your employees to supplement the training you give (see 'Find out more').

Employee and safety representatives

Consulting with trade union-appointed safety representatives or other employee representatives is a legal requirement. Discuss with them your risk assessment and plans to control risk, including any proposal to average exposure over a week, selection of hearing protection and your health surveillance programme.

Health surveillance

Providing health surveillance

You must provide health surveillance for all your employees who are likely to be frequently exposed above the upper exposure action values, or are at risk for any reason, eg they already suffer from hearing loss or are particularly sensitive to damage. Consult your trade union safety representative, or employee representative and the employees concerned before introducing health surveillance.

Health surveillance usually means regular hearing checks, conducted annually for the first two years of being exposed and then at three-yearly intervals (although this may need to be more frequent if a problem with hearing is detected or where the risk of hearing damage is high).

The hearing checks need to be carried out by someone who has the appropriate training. A suitable doctor, nurse or audiologist needs to review the results and ensure that employees with poor hearing or rapid hearing loss are referred for further medical advice.

You should receive results including information on an employee's fitness to continue working in noisy environments. However, you should only receive information on any hearing damage an individual employee has if that employee has given consent. You will also need to see anonymised, grouped health information, which should be made available to employee or safety representatives.

Where any hearing damage due to noise is identified you should prevent further harm to the individual, taking account of the medical advice you receive on fitness. On the basis of both individual and grouped information, you will need to consider what action you need to take; this should include reviewing your risk assessment, any control measures you have in place and your health surveillance procedures.

You will need to keep health records containing information on the outcomes of health surveillance and fitness for work. Health records must be kept separate from any confidential medical results.

Find out more

Noise: Don't lose your hearing! Pocket card INDG363(rev2) HSE Books 2012
www.hse.gov.uk/pubns/indg363.htm

www.hse.gov.uk/noise/index.htm

Further information

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