

“A CASUAL ATTITUDE TOWARD SAFETY = CASUALTY”



REALMEN INITIATIVE HSE GUIDE

H S E



HSE GUIDE 1

MANUAL HANDLING AND POSTURES

The following precautions must be taken:

- Evaluate the work to be performed;
- use appropriate mechanical, hydraulic, electrical and other equipment;
- Plan the job to reduce undue stress on personnel;
- Select tools that are fit for purpose
- Always lift safely
- If you need assistance, call for help

Preventing Hand Injuries



Hand injuries often happen in one of the following situations:

- Handling**
- Improper use of Handtools**
- Rotating machinery**
- Handling of chemical products**

USE THE RIGHT TOOLS FOR THE RIGHT JOB IN THE RIGHT WAY

Take Five to Keep Five!

<ul style="list-style-type: none"><input type="checkbox"/> Hand gloves only give a degree of protection!<input type="checkbox"/> Metal can cut the gloves & skin!<input type="checkbox"/> Trapped fingers can hurt!<input type="checkbox"/> Skin is waterproof, but not cut proof!<input type="checkbox"/> Metal versus bone and skin? There is no contest!		1 Stop regularly and think about the job!
		2 What can cause injury to our hands?
		3 Can we see where our hands are going?
		4 Have we identified all the hazards?
		5 Are the hand gloves we are wearing good enough to protect our hands?

POSTURES

- ▶ Awkward postures are postures that strain the neck, shoulders, elbows, wrists, hands or back.
- ▶ Bending, stooping, twisting and reaching are examples of awkward postures.
- ▶ Tool use and body positioning on the work piece will affect your shoulder, elbow, wrist, hand or back posture.
- ▶ Choose an ergonomic tool requiring the least continuous force and which can be used without awkward postures.
- ▶ The right tool will help you to minimize pain and fatigue by keeping your neck, shoulders, and back relaxed and your arms at your sides.
- ▶ Avoid raising your shoulders and elbows; relaxed shoulders and elbows are more comfortable and will make it easier to drive downward.

ALWAYS WEAR THE RIGHT PPE FOR THE JOB

HSE GUIDE 2

PRE-JOB MEETING

The name itself gives an indication of the basic elements of meeting:

1. The meeting is attended by all the employees in the workgroup or team.
2. The meeting is conducted by first line supervisors.
3. The meeting is done on site.
4. The meeting is generally focused on the issues under the control of the workgroup, or which directly affect them. These will include HSE issues, quality, discipline concerns, and job scope clarifications.
5. The meetings are usually of a short duration; about 10–15mins, but extensions in time are allowed until ALL members are clear on the task.
6. It is advisable to conduct an inspection of the work area prior to the meeting to help identify any problems and to assist with topical items for discussion.

There are a number of benefits for running regular pre-job meetings:

1. These meetings provide a platform for communication and consultation on HSE (discuss programme, develop/review work processes) in which *all employees of the contractor participate*.
2. Pre-job meetings ensure that every worker in a RMI site recognizes the importance of HSE for every task performed.
3. They provide the opportunity for the identification of new hazards and review of existing ones and the need to develop/review hazard controls.
4. Details of identified hazards should be recorded and kept handy as the job progresses. It is important to record meeting dates, attendees and discussion items

HSE GUIDE 3

IMPLEMENTATION

We lead by example and we control risks during each work activity:

1. Before starting activities always perform a Last minute Risk Assessment
2. ANY CHANGE FROM THE ORIGINAL RISK ASSESSMENT AND METHOD STATEMENT MUST LEAD TO AN UPDATE OF THE RISK ASSESSMENT AND CONTROL MEASURES
3. No work without the appropriate PPE and strict compliance to instructions and signage.
4. If unsafe situations/actions are discovered each worker has the duty to STOP and the duty to NOTIFY.
5. Safe behaviors are acknowledged, safety breaches are disciplined.
6. The meetings are usually of a short duration; about 10–15mins, but extensions in time are allowed until ALL members are clear on the task.
7. It is advisable to conduct an inspection of the work area prior to the meeting to help identify any problems and to assist with topical items for discussion.

HSE GUIDE 4

PROTECTIVE EQUIPMENTS (PPE &CPE)



PROTECTIVE EQUIPMENT



- ▶ Do not access installations or perform work without wearing general or task-specific PPE.

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- ▶ The rules concerning PPE must be clearly defined and disseminated.
- ▶ Collective protective equipment must be in good condition, especially protective devices for machinery, gratings, and safety rails.
- ▶ Carefully inspect PPE.

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

For all jobs, the minimum PPE requirement include appropriate robe or coverall, safety glasses, appropriate hand gloves and appropriate safety shoes or boots. Lack of use or inappropriate use of PPE's can cause accidents. These can be finger injury, slip and falls, fatality, severity or permanent damage to vital parts of the body, the environment and even the work site.

- **Robe or coverall** gives prevention against splash of chemicals or hazardous substances.
- **Helmet** reduces impact of small dropped object and reduces impact of the head in case of a fall.
- **Safety glasses** have the ability to protect eyes from damage by flying objects or splash of hazardous substance.
- **Hand gloves** give protection from cuts and impact
- **Safety shoe/boot** gives protection against the risk of crushing, splashing and penetration.

Main causes of Hand and Finger injuries

- Working in a hurry.
- Improper tools.
- Lack of communication.
- Inadequate supervision.
- Improper placement of hands.
- Lack of familiarization with equipment.

All of these causes are preventable

To ensure the effectiveness of gloves we need to make sure:

- We use gloves adequate for the job.
- We need to inspect the gloves before usage for wear and tear.
- Do not think gloves will give 100% protection. Proper hand placement has to be applied when performing a job.

COLLECTIVE PROTECTIVE EQUIPMENT (CPE)

Collective protection measures are put in place when measures on the elimination or reduction of the risk are not sufficient.

Four principles govern collective protection:

- ❖ The distance protection (markup ...).
- ❖ Protection barrier (safety rail ...).
- ❖ Protection by mitigating a nuisance (soundproofing, dust extraction, ventilation ...).
- ❖ Protection of dangerous function during interventions.

- ▶ CPE are equipments which provide protection to more than one personnel working in the same area at the same time.
- ▶ CPEs are always implemented in precedence over PPE and must move personnel away from the source of danger, physically or in time.
- ▶ It must not “hinder” work on the equipment, i.e. it must be compatible with normal use of the equipment.
- ▶ CPE may limit the following Risks:
 - **Mechanical risk:** e.g. protective grilles / housing.
 - **Ergonomic risk:** e.g. noisy equipment casing, etc.
 - **Chemical risk:** e.g. automatic product supply, etc.
 - **Thermal risk:** e.g. thermal lagging, heat guard.
 - **Risk from moving around:** e.g. barriers, etc.
 - **Radiation risk:** e.g. protective screen, marking etc.
 - **Risk arising from dust:** e.g. extraction / filtration, etc.
 - **Risk of falls:** e.g. safety net, scaffold etc.
- ▶ **Examples of CPE**
 - Extraction of fumes or vapors (laboratory, workshops, manufacturing units, etc.).
 - Scaffold.
 - Ladder safety hoops.
 - Safety net.
 - Casing around moving parts.
 - Airlock to equalize the pressure on entry to a building (SAS).
 - Screen for welding work.
 - Noise isolation boot.
 - Gratings

HSE GUIDE 5

ENERGY AND TRAFFIC

Our culture is to work on de-energized equipments and to recognize good driving conditions and behaviors.

For Electricity and all forms of energy:

1. Certificates are mandatory and appropriate to the work.
2. The appropriate PPE must be worn at all times and relevant CPE in place.
3. Energy systems must always be securely isolated and checked before any work activity.
4. Test for dead on de-energized equipment is mandatory.
5. Electrical drawings should be read, energy sources identified and any automatically controlled equipment.
6. Where appropriate electrical safety earths are applied. This requirement is mandatory when working on high voltage or overhead lines.
7. Work on electrical live circuits is prohibited unless in exceptional circumstances and documented by the COMPANY and a written authorization given by the Business Electrical Duty Holder.

For Traffic and while Driving:

1. Comply with the National Highway Code.
2. Anticipate travel time, traffic and weather conditions.
3. No drugs or alcohol.
4. Load is secure and does not exceed limits.
5. Have the appropriate license for the vehicle been driven.
6. Minimize any source of distraction: use of phone, setting navigation systems or radio.
7. Be sure to be in good physical condition to drive and avoid driving while fatigued.
8. Ensure your vehicle reflects the image of the COMPANY. Keep it clean and in good condition. Be considerate to other road users and pedestrians.