**STFC SHE Training**

**for Technical Early Careers**

 **Note: This document contains the exercises to be use as part of the above course.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STFC SHE Training for Technical Early Careers Course:**

**A single page summary**

**Background**

* STFC undertakes a wide range of science and engineering activities which frequently involve one or more significant hazards.
* Against a backdrop of a good safety performance, STFC is strongly aware of the dangers of complacency and is committed to the achievement of continuous safety improvement through the implementation and improvement of its safety management systems.
* STFC strives to exceed the minimum requirements of the law and is committed to the development and use of best practice.
* STFC expects and requires the full cooperation of all staff in achieving a positive safety culture and continuous improvement in safety performance.

**Three Important messages**

* STFC Health and Safety Management Arrangements delegations and the requirements of the safety codes are relevant to ALL staff. Know how the delegations and codes apply to your individual circumstances and implement their requirements.
* Risk Assessment is fundamentally important – be proactive in knowing which existing RAs apply to you and what new RAs are required. Implement the control methods they contain.
* Always act within your training and competency.

**Observation**

* SHE related activity needs to be proportional to the magnitude of the risks that it is deployed to control.
* SHE activity is most efficient when it is dealt with as an integral part of any work related activity.

**STFC SHE Training for Technical Early Careers**

**Outline programme**

**\*\* Please note timings are approximate and will be adjusted to suit progress through the course material \*\***

|  |  |
| --- | --- |
| 09:00 to 09:45 | Directors introductionIntroduction and course programme |
| 9:45 to 10:45 | Motivation and the SHE Management SystemUK and STFC SHE performance overview |
| 10:45 to 11:00 | Break |
| 11:00 to 12:30 | STFC’s Safety Management System and ArrangementsSHE Code relevance exerciseSHE Code review exercise |
| 12:30 to 13:00 | Lunch |
| 13:00 to 15:00 | Code structure summarySHE WebsiteRisk Assessment |
| 15:00 to 15:15 | Break |
| 15:15 to 16:45 | Training needs analysisSafety culture, behaviour, and leadershipCourse assessment |

**STFC SHE Training for Technical Early Careers Course**

**Personal Action Log**

|  |  |  |
| --- | --- | --- |
| **Session Title** | **Action** | **Notes** |
|  |  |  |

**Exercise 1**

The following are examples of STFC SHE incidents from recent years.

Please look at these examples consider if and how they may be preventable.

For each incident (as presented only), what are the possible issues which may need addressing?

**Group A**

|  |  |  |
| --- | --- | --- |
| **No.** | **Incident description** | **Response** |
| 1 | Gas cylinder pulled over whilst moving equipment within a laboratory. (Gas cylinder was connected to equipment via a braided hose). |  |
| 2 | FLT operator entered into pedestrian walkway attempting to access Laboratory without deploying a tensa-barrier. |  |

**Group B**

|  |  |  |
| --- | --- | --- |
| **No.** | **Incident description** | **Response** |
| 3 | Removed plug from wall mounted socket, back of plug fell off and IP received an electric shock when contacting with the live terminals. |  |
| 4 | Hedge cutting contractors seen working at height from the back of a flatbed truck. Operator remained standing on the truck as it was driven forward to the next section of hedge to be cut. |  |

**Group C**

|  |  |  |
| --- | --- | --- |
| **No.** | **Incident description** | **Response** |
| 5 | Contractor cut scaffold poles without hot works permit. A hot work permit was in place for the principal contractor but a sub-contractor carried out the cutting of the pole without knowledge of the permit. |  |
| 6 | Lack of appropriate PPE being worn during cryogenics operation. |  |

**Exercise 2: Opening review of delegated SHE management responsibilities to management and staff**

The tables below summarise the safety responsibilities to all STFC Mangers and staff in Section 3.2 of the H&S Management Arrangements document – you can check the full wording.

The management responsibilities tell you what you can expect from your line managers and what you need to provide when you have management responsibility yourself. The staff responsibilities apply to everyone.

Make an initial assessment of the strengths and weaknesses relating to these responsibilities in your own work environment. What actions do you need to take away?

| **Management Responsibility** | **Notes. Strengths and Weaknesses? Possible actions?** |
| --- | --- |
| Implementation of H&S standards (safety management system and Codes etc.)Ensure adequate monitoring of H&S performance through inspection, audit and review. |  |
| Identify hazards and use risk assessment.Implement suitable controls.Communicate risks and controls to others. |  |
| Ensure training, instruction, and competence of people. |  |
| Ensure plant, equipment (including PPE) and the workplace are safe and adequately maintained. |  |
| Encourage the reporting of all injuries and illnesses and near misses and investigate all incidents and implement follow up actions. |  |
| Establish the proactive and positive health and safety culture. Consult and involve staff in H&S management. |  |

|  |  |
| --- | --- |
| **Staff Responsibility** | **Notes. Do you comply? What else could you do? Is there anything you need to help you?** |
| Take reasonable care of your H&S and that of others who may be affected by your acts or omissions. |  |
| Do not misuse any equipment that is provided for safety purposes (e.g. fire extinguishers or personal protective equipment). |  |
| Cooperate with STFC and SHE management system requirements. |  |
| Report all accidents, incidents, hazardous conditions, or defects that you encounter in the workplace.  |  |

**Exercise 3: SHE Early Careers Techncial Training: Safety Planner Sheet 1**

**Exercise 3: SHE Early Careers Techncial Training: Safety Planner Sheet 2**

**Exercise 3: SHE Early Careers Techncial Training: Safety Planner Sheet 3**

**Exercise 4: SHE Code Review**

**Guidance for the SHE Code review and feedback exercise**

**Group 1 - SHE Code 04: Safety and the Safe Use of Work Equipment**

The purpose of this exercise is to review the code and feedback to the group the implications of the code for all staff in a technical environment.

The feedback should last no more than 5 minutes, and include at least the following at bullet level:

* Which statutory laws apply?
* What do these regulations require at the top level (as summarised in section 1 of the code)?
* A bulleted summary of the main responsibilities of Staff.
* A summary of the training requirements (Appendix 5)

**Group 2 - SHE Code 9: Working at Height**

The purpose of this exercise is to review the code and feedback to the group the implications of the code for all staff in a technical environment.

The feedback should last no more than 5 minutes, and include at least the following at bullet level:

* Which statutory laws apply?
* What do these regulations require at the top level (as summarised in section 1 of the code)?
* A bulleted summary of the main responsibilities of Staff.
* A summary of the training requirements (Appendix 4)

**Group 3 - SHE Code 12: Safe Manual Handling Operations**

The purpose of this exercise is to review the code and feedback to the group the implications of the code for all staff in a technical environment.

The feedback should last no more than 5 minutes, and include at least the following at bullet level:

* Which statutory laws apply?
* What do these regulations require at the top level (as summarised in section 1 of the code)?
* A bulleted summary of the main responsibilities of Staff.
* A summary of the training requirements (Appendix 4)

**Exercise 5: SHE Code 8 Travel on Council Business**

Bite Size completion

**Notes:**

**Exercise 6: SHE Website familiarity**

| **No.** | **Question** | **Location** | **Response** |
| --- | --- | --- | --- |
| 1 | List the types of incident that should be reported. | Office SHE Essentials |  |
| 2 | What are the 4 mandatory elements of refreshed STFC SHE Training for all staff? | Office SHE Essentials |  |
| 3 | What is the mileage threshold for staff that drive on Council business to undertake defensive driving training?  | Office SHE Essentials |  |
| 4 | What is the PAT testing interval for typical office equipment? | Office SHE Essentials |  |
| 6 | What are the telephone numbers to contact security? | Emergencies |  |
| 7 | Find 2 What/Why learning posters that are relevant to you. | Safety |  |
| 8 | What is a PEEP? Who is responsible for preparing them? | Forms |  |
| 9 | Which Code deals with SHE training in STFC? Who is the co-ordinator for booking courses from the SHE Training Catalogue?Where do you find the training catalogue? | Training |  |
| 10 | What functions are managed through the Evotix Assure IT system? | Evotix Assure |  |
| 11 | Where do you find information on OH services for STFC sites? | Health |  |

**Exercise 7: Training needs analysis preparation**

**Guidance for the Training Needs Analysis Exercise**

Make a list of training requirements to add to your personal safety summary sheet and for discussion with your line manager using:

* SHE Training Code 10
* The STFC SHE Code Training Catalogue
* The work you have already done to identify the hazards and SHE codes associated with your own work

The final list will include:

* STFC Mandatory Induction Training including Local training, Fire, DSE and manual handling as specified in the HR Check Sheet
* Other STFC Mandatory SHE Training
* Work related training as required in STFC SHE Codes – use laptop for full title list
* Any other work related safety training (for example – Controlled Area access training)
* Refresher training for any of the above

**Exercise 8: Improving safety culture**

|  |  |  |
| --- | --- | --- |
| **A healthy safety culture is one where there is…** | **Actions I can take in my workplace/activity** | **Actions STFC can take** |
| Visible Commitment to Safety by Management |  |  |
| Workforce Participation and Ownership of Safety Problems and Solutions |  |  |
| Trust Between Employee and Management |  |  |
| Good Communications |  |  |
| A Competent Workforce |  |  |

**Extract from HSE Briefing Note 7 on Human Factors and Safety Culture**

|  |  |  |
| --- | --- | --- |
| **A healthy safety culture is one where there is…** | **This is shown when management…** | **… and is helped when management…** |
| Visible Commitment toSafety by Management | * Make regular *useful* visits to site
* Discuss safety matters with frontline personnel
* Will stop work activity for safety reasons regardless of cost
* Spend time and money on safety e.g. to provide protective equipment, safety training, and conduct safety culture workshops or audits
* Will not tolerate violations of procedures and will actively try to improve systems so as to discourage violations e.g. plan work so that short cuts aren’t necessary to do the work in time.
 | * Makes time to visit site (not just following an accident or incident)
* All managers consistently show commitment
* Has good non-technical skills (e.g. communication skills;)
* Are also interested in workforce safety when they are not at work, e.g. provide information on domestic safety
* Shows concern for wider issues e.g. workforce stress and general health
* Actively sets an example (e.g. always conform to all safety procedures)
 |
| Workforce Participationand Ownership of SafetyProblems and Solutions | * Consults widely about health and safety matters
* Does more than the minimum to comply with the law on consultation
* Seeks workforce participation in:
* setting policies and objectives
* accident/near miss investigations
 | * Supports an active safety committee
* Have a positive attitude to safety representatives
* Provides tools or methods that encourage participation
* behavioural observation
* programmes & incentive schemes that promote safety
 |
| Trust Between Employeeand Management | * Encourages all employees and contractors to challenge anyone working on site about safety without fear of reprisals
* Keeps their promises
* Treats the workforce with respect
 | * Promotes job satisfaction/good industrial relations and high morale
* Promotes a ‘just’ culture (assigning blame only where someone was clearly reckless or took a significant risk)
* Encourages trust between all employees
 |
| Good Communications | * Provides good (clear, concise, relevant) written materials (safety bulletins, posters, guidance)
* Provides good briefings on current issues day to day and in formal safety meetings; listening and feedback
 | * Encourages employee participation in suggesting safety topics to be communicated
* Provides specific training in communication skills
* Has more than one means of communicating
 |
| A Competent Workforce | * Ensures that everyone working on their sites is competent in their job and in safety matters
 | * Is supportive
* Has a good competence assurance system
 |

**Notes**