BEST PRACTICE

LOCATION:	**Company-wide**	**ARTICLE YEAR**	**2012**
ACTIVITY:	**Access & Egress & Working at Height**	**COMPANY:**	**Sibelco UK Ltd**
SUB ACTIVITY:	**N/A**	**COMPANY LOCATION:**	**Company wide**
BEST PRACTICE No:	**BP814**	**COMPANY TEL:**	**01270 752651**
COUNTRY OF ORIGIN:	**United Kingdom**		

TITLE	Run Video

Better procedures – better involvement – better implementation

ARTICLE

DESCRIPTION

Sibelco recognised that that established safety procedures were not being uniformly applied across all sites, in some cases sites were implementing their own interpretation of the requirements. A review established that;

• Some procedures were too long and difficult to interpret
• Employees wanted to play a more active role in the development of the procedures
• A system was needed to ensure effective communication and implementation of new procedures at site level

Sibelco have now introduced a system which

1. Involves the site operators and other relevant personnel in development of new procedures

2. Issues a bi-monthly health and safety information pack containing hard copies of all new and updated company procedures and indicate clearly what action is required. Managers must sign and return a document to confirm that they have communicated and implemented the procedures on their sites or provide an action plan for implementation.

3. Teams of site experts prepare a summary version of each procedure to help understanding. These are in a format that is ideal for day to day use and they also provide a basis for toolbox talks.

4. Sibelco's Central Steering Team considers what other support is needed to help with implementation at production sites.

BENEFITS

• Workers and managers are working collaboratively to develop user friendly procedures, leading to better understanding and "buy in" by everyone
• People know what they must do, why it is necessary and how to do it. They are better motivated to follow procedure.
• The company can demonstrate that procedures are being effectively communicated and implemented
• The procedures are better protecting the health and safety of workers in Sibelco UK.

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ARTICLE IMAGES