

Investing in Workplace Safety and Health

A Practical Perspective



CROWN Packaging Barbados

OCCUPATIONAL SAFETY and HEALTH WEEK ~ JULY 2-8, 2017

Venue: Accra Beach Hotel & Spa

Presenter: Errol Garrett

Investments

- Time
- Money



Investing is a sign of management's commitment and willingness to provide, ensure and maintain a safe and healthy workplace for its employees.

Elements to create and manage a safe workplace

- Training
- Policing / Audits
- Visual Management
- Meetings

Training

- Baseline training ~ Polytechnic

All employees sent to do Health & Safety; others Basic Machine Shop; still others Mechanical Engineering

- Corporate training

All EHS Coordinators receive training from the Head Office
Corporate EHS representatives visit the plants and perform needed training

- Annual training

Each year all employees are trained in up to as much as topics

All new employees are given orientation training

- On the job training (OJT) ~

Training is hands on by practical sessions and recorded on OJT forms





Instruction:	
Plant/Site Location:	
Training Frequency:	Initial, with new hazards & equipment, and annually
Regulatory Standards / Crown Requirements:	Crown & OSHA (1910.132) requirements
Topic:	Personal Protective Equipment

Key Concept	All employees must have a good understanding of the requirements to wear personal protective equipment for each task that they may be assigned.	
Lesson Objectives (Purpose)	It is required that each employee fully comprehends all requirements for personal protective equipment before being allowed to perform work requiring the use of PPE.	
Pre-Planning	Each site will need to examine all PPE Assessments (Certification of Assessment) prior to conducting this training to determine what PPE is required for each specific job.	
Introduction to Lesson – (Anticipatory Set)	During the introduction of personal protective equipment, the topic can be introduced as your personal "Body Guard". Acknowledge that each worker has body guards to protect them as they do their jobs, and that much of their safety hinges on knowing and following procedures. It is expected at the completion of this course, that each attendee will have a greater understanding of the value and necessity of PPE. If possible, provide examples (past experiences) of fire or other emergencies that may have occurred.	
Participant Centered Instruction & Activities	At the completion of training the participants will know: <ul style="list-style-type: none"> Crown's policies relating to Personal Protective Equipment When Personal Protective Equipment is necessary and what type should be worn How to properly wear and adjust Personal Protective Equipment The proper care, maintenance, useful life and disposal of PPE, as well as limitations See specific information provided in training must emphasize: <ul style="list-style-type: none"> The location and results of the site's PPE assessment How to properly put on, take off, adjust, and wear PPE necessary for specific tasks. 	
Closure	Summarize the main points. The most important consideration is that employees fully understand what PPE is necessary to protect them when they are conducting various tasks at the site. This information is usually available on completed JHAs.	
Resources Needed	<i>Content resources (workbooks, handouts, materials, etc.)</i>	<i>Software/Web Resources (CD-ROM's, online access)</i>
	<i>Hardware (computers, TV, VHS, speakers, etc.)</i>	<i>Other media, video, satellite, etc.</i>
Evaluation	An evaluation of the training process may include employee's use of personal protective equipment. Results of supervisory evaluation with the worker may be documented on the "On-the-Job Training" form. Employee's must demonstrate their ability to use and wear Personal Protective Equipment properly. Whenever the employer has reason to believe that any trained employee does not have the understanding and skill required to safely wear required personal protective equipment, the employee must be retrained. Retraining is required when changes in the workplace obsolete, or when inadequacies in an affected employ the employee has not retained the requisite understand	
Comments:		

OJT Forms
Records all the employee's training performed during normal working hours.

**CROWN CROWN PACKAGING (BARBADOS) LTD
ON-THE-JOB TRAINING SKILLS LOG**

Plant Name & No:	Crown Packaging (Barbados) Ltd - Plant # 540			
Employee (E) Name:	IO No: _____			
Job Title:				
Equipment:				
Task to Perform on Equipment:				
Method of Accomplishment(MOA): P(perform), S(simulate), O(observe), D(discuss)				
Operational Task/Equipment	MOA	Trainer	Date	EE Init.
Other (Specify)				
Safety & Environmental				

**CROWN PACKAGING (BARBADOS) LTD
2016 SAFETY TRAINING MATRIX**

Employee Name	Lock Out Tag Out	Forklift	Hazoom	Respiatory	Hearing Conservation	PPE	Fire	Storm Water	Bloodborne	Electrical	Supervisory Training	Personal Hygiene	Ladder Safety	Lifting Safety	Ergoes	Eye Safety	Hand Safety	Hazardous Recognition	First Aid & CPR	Investigation	Near Miss Investigation	Aerial Lift	Forklift Person Platform
Kenneth Alleyne	14/01	14/01	14/01	14/01	22/01	22/01		22/01	22/01			22/01	22/01		22/01								22/01
Anselm Alder	15/01	15/01	15/01	15/01	22/01	22/01		22/01	22/01			22/01	22/01		22/01								22/01
Wilbur Bailey																							
Adrian Callender																							
Wayne Callender																							
Kelvin Chase					22/01	22/01		22/01	22/01			22/01	22/01		22/01								22/01
Eva Clarke																							
Philip Clarke																							
Ricardo Collymore																							
Maureen Daniel	14/01	14/01	14/01	14/01																			
Michelle Best-Citens	14/01	14/01	14/01	14/01																			
Vibert Goodridge	14/01	14/01	14/01	14/01																			
Steve Jones	15/01	15/01	15/01	15/01																			
Derek Kinton																							
Ryan Marshall	15/01	15/01	15/01	15/01																			
Chad Marindale					22/01	22/01		22/01	22/01			22/01	22/01		22/01								
Akbar Motley	15/01	15/01	15/01	15/01																			
Laron Pilgrim	15/01	15/01	15/01	15/01																			
David Gargeant																							
Glenroy Sample																							
Ann Snow	15/01	15/01	15/01	15/01	22/01	22/01		22/01	22/01			22/01	22/01		22/01								22/01
Wendell Small	14/01	14/01	14/01	14/01	22/01	22/01		22/01	22/01			22/01	22/01		22/01								22/01
Grimville Taylor					22/01	22/01		22/01	22/01			22/01	22/01		22/01								22/01
Colleen Watson	14/01	14/01	14/01	14/01	22/01	22/01		22/01	22/01			22/01	22/01		22/01								22/01
George Walton	14/01	14/01	14/01	14/01																			
Dalton Ward	15/01	15/01	15/01	15/01																			
Carolyn Weekes																							
Sonia Blonman																							
Stacy Mascol																							
Khaymah Gibson-Moore																							

Lesson Plans

Outlines the objectives of each training topic.

Training Matrix

Records the EHS training given to all employees annually..

Policing/Audits/

- Daily policing of the systems
Management driven; performed by safety committee members
- S.A.F.E. Observations
Performed at all levels of the organization
- Internal audits
Check sheets used for all types of hand tools, machinery and equipment
- Annual audits
Quarterly audit results are monitored by corporate
- Corporate Audits
Corporate representatives perform “Factory Audits”

Crown S.A.F.E.

Date/Shift: _____
Observer Name: _____

Joint Observations

2nd Observer Name: _____

Critical Activity Check

Tank Observed: _____

Work Area: _____

Suggested Improvement

Note: A/R - At-Risk N/A - Not Applicable

Worker Action & Possible Risks	Safe	A/R	N/A
• Slip/Trip/Falls/Balance - Same Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Working at Height-Ladders/Lifts/Platforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Controlling Energy, "in Man's Way" (Lockout/Tagout)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hurrying/Rushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Electric Hazard - Shock/Arc Flash/Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Chemical/Temperature Hazards - Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lifting Stationary or Fixed Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lifting Object - Hoisting/Lifting/Moving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Coupling Inbetween - Fixed Points/Outputs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomic Hazards-Strains & Sprains	Safe	A/R	N/A
• Lifting/Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Reaching/Overextension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Posture (Static, Awkward)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pushing/Pulling (Pushing is preferable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Repetitive Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPR - "Bodyguards"	Safe	A/R	N/A
• Head/Neck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Face/Nose/Mouth (Particulates, Fumes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Eyes/Ears (Noise, Flying Objects, Impact, Dust, Chemicals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Trunk/Back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Arms/Hands (Cuts, Chemicals, Sharp Edges, Heat/Hot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Legs/Feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with Tools, Machinery, Equipment & Safeguards	Yes	No	N/A
• Safe Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Correct for the Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Used Correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JHA Safety Procedures	Yes	No	N/A
• JHA Safety Procedures Known/Understood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• JHA Safety Procedures Correctly Followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Activities/Possible Risks	Safe	A/R	
• _____	<input type="checkbox"/>	<input type="checkbox"/>	
• _____	<input type="checkbox"/>	<input type="checkbox"/>	

S.A.F.E Observations

Visual Management

- Leadership from the top/presence of management on floor level
Leadership by example ~ Management shares in audits and observations etc.



- Signage
Visible reminders of standards and requirements

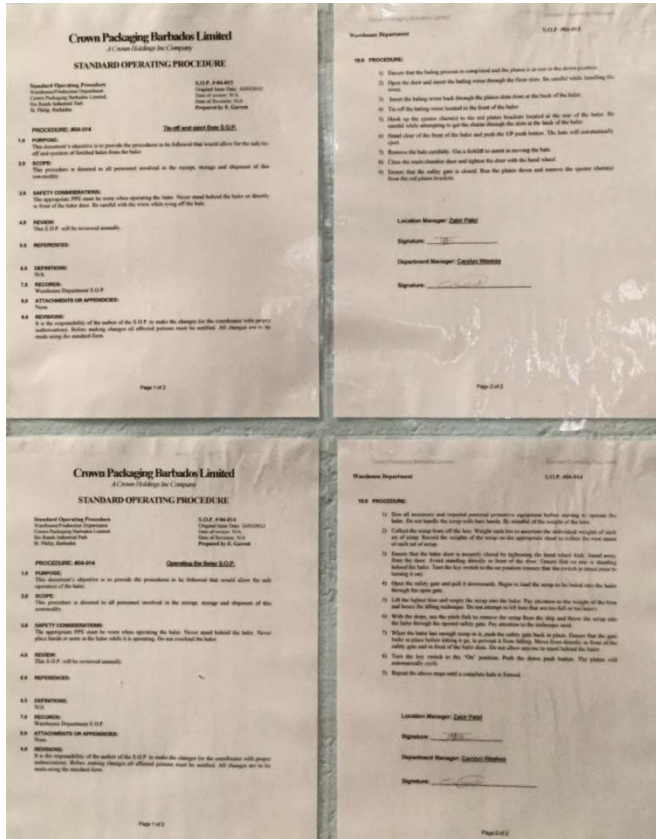
Obvious factory



Warehouse defined



Signage ~ Reminders



Posted S.O.P.'s and JHA's



EHS Instructions



Meetings

➤ Meetings ~ Management level

Daily departmental meetings

Health & Safety Committee

Pollution Prevention Committee

Plant meetings



Annual Health & Safety goals

Annual Environmental goals

Annual Pollution Prevention goals



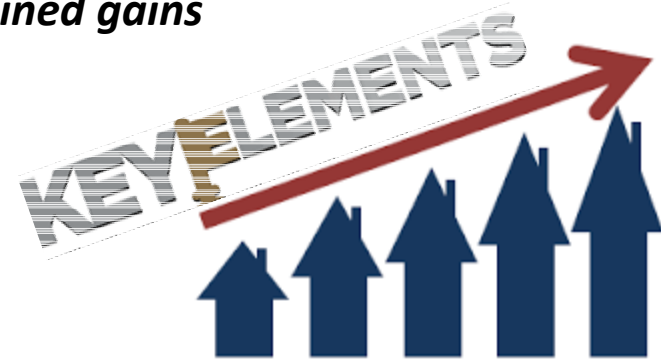
Feed the "TEAM" spirit





Safer workplace

Sustained gains



Greater safety awareness / buy-in



Zero recordable / incidents



Recognition



- Corporate
WorldClass Partner ~ May 2012
- Government
Ministerial referrals and visits
- Educational institutions
Plant tours for educational projects
- Industrial Partner / Public
Assist partners with EHS programs



EHS Awards



THE END. QUESTIONS?
