

# **Safety Improvement Team**

## **Project Close Out Report**

### **Project Title: Slips, Trips and Falls**

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## 1. Background

- 1.1 Incidents reported across the industry identified the number of slips, trips and fall (STF) events were on the increase. Industry figures reported approximately 50% of accidents were a result of a slip trip or fall. A similar levels existed in non rail industries.
- 1.2 The Project Safety Leadership Group (PSLG) commissioned a Safety Improvement Team (SIT) project under the sponsorship of the Director, NDS. The project remit was to review the underlying causes of the above statistic and provide potential solutions to this problem.

## 2. The Project

- 2.1 The project was undertaken in 3 distinct phases during 2009 and 2010.
- 2.2 The first phase of the project focused on collecting data from relevant sources. These included Supplier Forums, Network Rail 365 Safety Trucks, SMIS, desktop research and analysis, consultation with company and industry experts and stakeholders. This resulted in the identification of the top 5 key groupings of issues as listed below:

- Housekeeping
- Access
- Planning
- Supervision
- Lighting

17 activities were identified as having the potential to positively impact on these 5 groups. The 17 activities were ranked against a pre-determined set of criteria in a workshop utilising an effort and impact model and were prioritised down to 5 solutions.

A report on the detailed findings of phase1 is available via the IP Central HSE team and Safety Central.

- 2.3 These 5 solutions became the focus for Phase 2 of the project and were subjected to trial and review to identify good practice in their implementation. The 5 areas considered during phase 2 were:

- Close Call Reporting
- Planning of Scrap Management
- Recognition for Hazard Reporting
- Identification and Briefing of Site Specific STF Hazards
- Planning of Site Lighting

Numerous Organisations across the industry assisted in the trials and reviews. Part of these reviews was the development of a Strength, Weakness, Opportunity, Threat (SWOT) analysis for each topic. This allowed each of the topics to be assessed under specific headings and focus the direction of the trials. The outcomes of Phase 2 assisted in the development of Good Practice Guides (GPG), Tool Box Talks (TBT) and Key Point Cards (KPC).

A report on the detailed findings of phase 2 is available via the Safety Improvement Team and Safety Central.

- 2.4 Phase 3 of the project was the development of the project outputs as described in the

next section.

### **3. Outputs**

- 3.1 A series of Good Practice Guides have been produced and posted on the Safety Central website for Organisations to use directly or in part to support their organisational processes. These cover the following subjects:
- GPG No. 02: Slips, Trips and Falls – Planning and Monitoring of Site Lighting.
  - GPG No. 03: Slips, Trips and Falls (STF) - Planning of Scrap Management
  - GPG No. 04: Slips, Trips and Falls (STF) - Site Specific STF Hazard Identification and Briefing

A further Good Practice Guide has been produced for Close Call Reporting which also includes the activity of Recognition for Hazard Reporting. This Good Practice Guide will be issued as part of the roll out of a separate Safety Improvement Team initiative which is developing an industry based system for reporting close call events.

- 3.2 In support of the above Good Practice Guides, the following information has been developed:
- Tool Box Talk outlines for the relevant subject matter
  - Key Point Cards on GPG related subject matter
  - A Behavioural Change Module developed by the Central IP HSE organisation.

These are available together with other relevant information on Safety Central.

- 3.3 A simple project navigation page has been developed to assist in locating the project documentation on Safety Central. The navigation page provides a summary of the project and lists the supporting documentation.
- 3.4 Principal Contractor Licence holders (PCL) and Plant Operators Licence (POL) holders will be proactively informed of the existence of the documentation on Safety Central as described in section 4 below.

### **4. Ongoing Monitoring / Metrics**

- 4.1 The incidence of slip, trip and falls events, as defined for the purposes of the project, will continue to be recorded and monitored principally by the use of SMIS. The level of STF incidence was base-lined at the beginning of the project. Another such snapshot will be undertaken in March and December 2011. This will provide a measure of change during and after the implementation of the project.
- 4.2 A survey covering the issues within the Good Practice Guides was developed for the workforce for use on the 365 Safety Trucks. The survey was run in November and December 2010. The survey will be run every three months for a total period of twelve months with the returns being monitored and compared with the survey results from 2010.
- 4.3 With the material being made available on Safety Central, PCL and POL holders will be issued with a questionnaire based on the questionnaire issued to the workforce via the 365 Safety Trucks. The purpose of the questionnaire is to establish the introduction and/ or use of the principals in the GPGs and its effectiveness. The questionnaire will be re-issued after twelve months and the results compared.
- 4.4 The results and comparisons from the surveys as described above will provide an

understanding from different elements of the industry as to the level of change that has occurred as a result of the focus of this project.

## **5. Impact of the Project**

- 5.1 Slips, trips and falls have been an issue for some considerable time. Industry initiatives and campaigns have raised the profile of this issue. The project has helped to support in raising the profile of slips, trips and falls being a major issue within the industry.
- 5.2 The project has resulted in an area on Safety Central allowing access to proven industry good practice to all contracting organisations within the industry.
- 5.3 The execution of the project has relied heavily on the goodwill and involvement of other organisations. This has encouraged inter-organisational cooperation and sharing of knowledge and good practice.

## **6. Supporting Data**

- 6.1 An extensive archive of all phases of the project exists. This includes project phase reports, period reports, input and feedback from all those contributing to the project.
- 6.2 Access to the above information and data is via the SIT Project Team.

## **7. Conclusions**

- 7.1 Project investigations has focused attention on the following activities:
  - Close Call Reporting
  - Planning of Scrap Management
  - Recognition for Hazard Reporting
  - Identification and Briefing of Site Specific STF Hazards
  - Planning of Site Lighting
- 7.2 Following trials from supporting Contracting Organisations and assessing the resultant information, Good Practice Guides and other supporting documentation has been developed. This information has been placed onto Safety Central and proactively made available to the Principal Contractor Licence holders (PCL) and Plant Operators Licence (POL) holders.
- 7.3 Surveys have been undertaken with the workforce and will be with PCL and POL holders. These will act as a base line against future surveys. The resultant survey comparisons will determine levels of change acknowledged within the industry. Examples of feedback from the 365 Truck surveys are in appendix 1
- 7.4 It is the recommendation of the SIT that this project is brought to a conclusion subject to the on going surveys and final publication of the survey results.

**Appendix 1 - Examples of feedback from the 365 Truck surveys**

