

Action plan:

Preventing serious injuries and fatalities in the workplace

This action plan introduces a framework for understanding and defining what a serious injury and fatality risk is, where a workplace may identify this exposure, and steps to take for ongoing prevention. The goal is to involve employees in prevention and hold open, honest discussions.

Define - Involve all employees in the defining process:

- What a serious injury and fatality is
- Why this happened
- Best practices for prevention

Step 1: Managers, supervisors, and leads read *Preventing Serious Injuries and Fatalities* (“SIF’s”) (saif.com/S1097C) and watch the SIF video *Serious Injuries and Fatalities* on YouTube (bit.ly/456j0Cs) by _____.

Step 2: Managers, supervisors, and leads lead training for all workers on *Serious Injuries and Fatalities (SIF) Safety Talk* (saif.com/S1184) and show the SIF video, *Serious Injuries and Fatalities* on YouTube (bit.ly/456j0Cs) by _____.

Identify - Involve all employees in the identification process:

- Where your workplace has operations on the fatal 10 list
- Where those operations pair with red flag situations

Step 3: Managers, supervisors, and leads are to have workers complete the *Fatality and serious event reduction* worksheet (saif.com/S1097B) by _____.

Step 4: Managers, supervisors, and leads are to review the *Fatality and serious event reduction* worksheet (saif.com/S1097B) completed by workers and report findings to the safety committee by _____.

Prevent - Involve all employees in the prevention process:

- Guard against injuries and fatalities by actively incorporating employees in safety initiatives.
- Regularly review risky tasks for gaps and add controls to critical steps.

Step 5: Managers, supervisors, and leads repeat steps **1-4** every six months **and** with new workers, changes in job duties, job responsibilities, or new hazards.

Step 6: Safety committee completes *Serious Injury and Fatality (SIF) hazard review form* (saif.com/S1097E) during all quarterly safety inspections.

Step 7: Safety committee will review the *Serious Injury and Fatality (SIF) hazard review form* (saif.com/S1097E) completed quarterly by the safety committee and the *Fatality and serious event reduction* worksheet (saif.com/S1097B) completed by workers.

Steps to take after a potential for SIF is identified

After a serious injury and fatality potential is identified, assemble a team of workers who perform the task, members of the safety committee, the safety coordinator, supervisors, and managers. Consult and collaborate with knowledgeable parties like maintenance personnel, engineers, and others that understand the system. It is important to tell the story as each person sees it, seek unfiltered communication, and avoid blame.

Step 1: Treat the identified serious injury or fatality as an event or near miss. This form includes a systems-based approach that highlights continuous improvement and learning. *Event Analysis* form [PDF] (saif.com/S1086_pdf) [Word document form] (saif.com/S1086_word).

Step 2: Ask questions about the work. Consider:

- What was happening?
- What tools were being used?
- What difficulties did the job involve?
- What were the production pressures?
- Where are the system weaknesses?
- What conditions contributed to the SIF? The learning team discussion form can be used as a guide for steps 2 and 3 (saif.com/S1091).

Step 3: Evaluate the system. As you ask about the story of the identified SIF potential, consider the context:

- Management
- Employee
- Equipment
- Environment

Record your findings.

Step 4: Learn and improve. Prioritize the system factors you have identified.

- Engage workers in making improvements.
- Decide who is responsible for making the improvement and when it should be done.

The simpler safety controls



Step 5: Implement and follow up. Management and the safety committee should schedule a time to make sure improvements were put into action and make sure improvements were effective. Consider sharing with others in case similar hazards exist somewhere else.