

THE S.A.F.E. SYSTEM

SAFE ASSESSMENT FOR EVERYONE

Everything you need to assess the effectiveness of your safety systems and processes and work towards 'best practice' performance



The S.A.F.E. System

The S.A.F.E. System is a comprehensive, easy to follow, multi-part assessment process that involves all employees in an enterprise (of any type or size) in helping to bring about long term occupational health and safety performance improvement. This system has an extensive suite of paper-based support material. However, widespread access is also provided via a S.A.F.E. web-site. This contains all of the support documentation as well as a world class survey process (see page opposite).

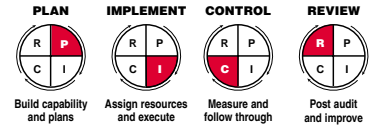
how does it work?

The S.A.F.E. system provides an overall audit template to help organizations of all kinds to assess their current Occupational Health and Safety (OHS) performance and use the information gathered to make targeted plans for improvement. This is done by asking teams to audit their performance in ten individual categories in order to discover where the most attention needs to be paid. These ten categories are shown in the S.A.F.E. storyboard shown below, which acts as a visual summary of the whole process.

The S.A.F.E. system makes this 'self audit' process easy by providing a wide range of examples of what should be seen to be in place and working effectively in terms of OHS best practice and asking individuals to assess current performance. In addition, individuals can also complete an eighty question on-line survey, which can either aggregate a team's scores and show where improvement needs to occur or be used to indicate overall progress where effort to improve is already underway. In hard copy format the S.A.F.E. System comes in three 250 page facilitator's guide manuals (3 ring binders) and an individual team member's workbook.

S.A.F.E. OHS Management System

The S.A.F.E. (Safe Assessment for Everyone) OHS (Occupational Health and Safety) management system offers one consistent process in which every team and every section can work. This helps to create clear OHS goals and expectations at all levels and to reduce the waste that can come with the duplication of effort that often occurs when different approaches are followed. This storyboard summary is a simple descriptive checklist of the eleven categories that are involved in the S.A.F.E. system. It acts as an implementation checklist to which we can refer as S.A.F.E. is implemented and maintained in every area of an enterprise. To ensure continuous improvement in building an effective process, the storyboard is split into four stages (shown on the left side and in the four circles to the right). These are PLAN, IMPLEMENT, CONTROL and REVIEW.



PLAN	▶ 1 Building commitment <ul style="list-style-type: none"> Policy commitment Leadership Accountability (including legislative) Consultation/ involvement Communication (two-way) 	▶ 2 Risk management strategy <ul style="list-style-type: none"> Hazard identification Risk assessment and control Risk management planning Injury prevention strategy 	▶ 3 Safe design <ul style="list-style-type: none"> Design Specification – safety Supplier/contract/ tender OHS systems Workplace ergonomics design 	▶ 4 Control of documentation <ul style="list-style-type: none"> OHS information design OHS information and change control Information dissemination systems OHS performance feedback/data collection
	▶ 5 Purchasing material control and handling <ul style="list-style-type: none"> Designing OHS into purchasing systems Purchasing verification Product/service traceability Safe storage systems Hazardous substances/chemical handling systems (including disposal/waste strategy) 		▶ 6 Process management <ul style="list-style-type: none"> Effective control systems (hierarchy) Systematic maintenance Emergency planning/response Effective supervision Workplace inspections Health, welfare and First Aid Rehabilitation 	
	▶ 7 Monitoring standards <ul style="list-style-type: none"> Environmental monitoring Health surveillance Testing and checking regime 		▶ 8 Deficiency rectification <ul style="list-style-type: none"> Hazard/incident reporting Hazard/incident investigation Corrective action systems 	
	▶ 9 Building skills and competence <ul style="list-style-type: none"> Induction training Contractor training OHS training plans/records Manager and Supervisor training Employee training 		▶ 10 Continuous improvement <ul style="list-style-type: none"> OHS audit strategy Attitude/culture/competency surveys strategy On-going management review 	
▶ IMPLEMENT	▶ CONTROL		▶ REVIEW	

Occupational Health & Safety (OHS) Survey

A highly proven assessment process to collect individual views about current occupational health and safety performance

Based on 10 years of research, the OHS on-line survey within the SAFE system offers a comprehensive and well proven assessment system to gather employee opinions on a range of subject areas that are seen to be critical to the overall occupational health and safety performance of any organization.

the process

The OHS survey has five key performance factors, each of which has two sub-categories (making a total of ten sub-categories into which survey responses are grouped. These factors and sub-categories are:

- **Safety Behavior** (with sub-categories of 'Building commitment' and 'Building skills and competence')
- **Safety Design** (with sub-categories of 'Safe design' and 'Risk management strategy')
- **Safety Quality** (with sub-categories of 'Continuous improvement' and 'Control of documentation')
- **Safety Systems** (with sub-categories of 'Process management' and 'Deficiency rectification')
- **Asset Safety** (with sub-categories of 'Purchasing and material control' and 'Monitoring standards')

The OHS survey plots the overall results of the survey on a circular profile (such as the one illustrated below).

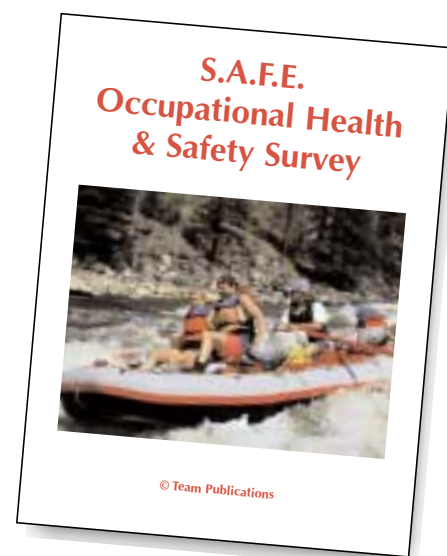
This shows the degree to which people feel that the OHS performance of the organization is positive in progressive quadrants. Effort to improve can therefore be subsequently concentrated on those areas in which the quadrant scores are lowest.

The OHS survey is unique in on-line assessment systems in that it gives every individual a 12 page report that summarizes their own personal scores organized into their categories and with some brief interpretation notes. Individuals can use this report to compare their answers to those generated by the whole organization.

For the organization as a whole, the OHS survey generates a 40 page summary report including detailed feedback on all 10 categories and each individual question. In addition, the report includes aggregated free form comments (where they are offered) and a range of interpretation suggestions to help promote some suggested follow-up ideas.

The OHS survey has 70 core questions that remain the same with each survey and are used for comparative reports with the market place. However, the survey also allows each organization to generate up to 10 tailored questions to help focus on short-term or local, important occupational health and safety issues upon which people's opinions would be valuable.

The survey also allows up to five custom demographic fields to be added



to the five generic ones of **age, length of service, gender, profession/function and ethnicity.**

the benefits

Although the OHS survey can be completed in paper and pencil booklet form (and entered into the computer system for feedback and reporting), it is most quickly, efficiently and cost effectively used on-line at the www.total-SAFE.com web site.

This allows all individuals to complete the survey at work, at home or even at an Internet café. It also allows for the quickest turnaround time, allowing an organization to see overall and demographic results within days of survey input being completed.



The OHS survey produces extensive output reports for every individual participant and for the organization as a whole. These reports come straight to screen or can be printed as Acrobat PDF files.

The S.A.F.E. On-line System

The S.A.F.E. system can be purchased entirely as a paper-based documentation set, but there are two distinct advantages of purchasing the full on-line web-based system. Firstly, the entire documentation set is available on-line to read or print as often as you like in sections or as an entire set. Secondly, the full S.A.F.E. assessment system is made available for use on-line.



THE S.A.F.E. ELECTRONIC DOCUMENTATION WEB-SITE

The on-line S.A.F.E. web-site contains not only all the paper-based documentation that is available but allows individuals to print as few or as many pages as they need at call (in either HTML or as an Adobe Acrobat PDF file). In addition, the site contains a large range of articles on the whole subject of occupational health and safety (new articles being posted to the site every three months). The site also has a full search engine to help individuals to find the precise information that they need as quickly as possible.

The on-line S.A.F.E. system allows individuals or teams to print the entire contents of the facilitator's material if they wish or to print the material relating to one or more of the ten specific categories that make up the S.A.F.E. system. This material contains detailed audit question templates with space to write observation notes, as well as extensive notes on broadly based OHS improvement projects that may be undertaken where performance is below an expected or desired standard.

The on-line S.A.F.E. assessment system can only be used when an organization purchases a license to use the system. However, once this is done, the entire documentation set is made available to all employees at **NO EXTRA CHARGE**. In other words, all the support development modules, checklists, tips, forms, templates and extensive range of background articles are made available to all individuals (to be printed as often as they like) for **FREE** when a license has been purchased. Phone us for details of the cost of licensing for your enterprise.



How to contact us...

The S.A.F.E. system is authored by a highly experienced team of occupational health and safety professionals in the US, Canada, the UK and Australia and published by Team Publications. The S.A.F.E. system and support documentation is available through the www.profiles-r-us.com web-site. For further information please contact your local distributor or contact us directly at the address below.

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