



Aberdeen Harbour

Aberdeen Harbour Board



Safety Post

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Issue 4

New Year, Same Risks

Hogmany heralded a new start for us all, with our thoughts turning to resolutions and plans for the forthcoming year. But have you stopped to consider your working life?

Our tasks still carry the same risks and hazards that were there on the 31st of December last year. Some of these risks and hazards are quite significant so we cannot afford complacency to creep into our daily thoughts.

2004 saw many changes at Aberdeen Harbour Board in terms of Health and Safety and 2005 promises to bring even more.

Last year the Health and Safety Unit coordinated the

start up of a Port Safety Liaison Group comprising representatives of regular port users. The group meets every quarter and there are ambitious plans to roll out coordinated campaigns targeting workgroups with vital health and safety information throughout the year.

We also carried out disability access audits and constructed a company Asbestos Management System to coincide with legislative changes.

An Intranet site was developed to enable instant access to company Risk Assessments and other health and safety information (more on page 2).

During 2005 the unit plans to review our current Workplace Inspection system and undertake Hand Arm Vibration (HAV) and Whole Body Vibration (WBV) assessments to benchmark our compliance with proposed new regulations.

We further plan to perform a Safety Climate Survey of the workforce to enable future plans to target the needs of staff more closely and we intend to reassess noise in the workplace as well as have our health and safety management system externally audited.

The next year promises to be as hectic as the last!

Stephen Wilson

Health and Safety Assistant

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The League Table Never Lies



Ever heard the footballing expression that the league table never lies? Well the same expression can be applied to Health and Safety at Aberdeen Harbour Board.

Since the beginning of 2004 the Health and Safety Unit has been recording accident statistic information and compiling statistics for our Near Miss/Safety Concern reporting system to enable the organisation to better coordinate it's Health and Safety strategies.

For example, constructing training programmes to address incident causes.

The statistical gathering also allows us to track trends and benchmark our performance against other similar organisations.

Over the course of 2004 the organisation made several improvements. For example, our Lost Time Incident Frequency Rate (incidents where absence of over 3 days from work resulted) fell from

an incidence of 2.11 (per 200,000 man hours) to 1.04, which compares favourably with other service industry companies.

Our Total Incident Frequency Rate (all incidents recorded) rose however from an incidence rate of 11.51 (per 200,000 man hours) in Dec 2003 to 13.57 in Dec 2004.

Some of the other statistical highlights are shown in the adjacent column

Health and Safety Statistic highlights for 2004:

- 36% of incidents were classified as Slips, Trips and Falls
- 29% of incidents were as a result of Manual Handling
- 38% of incidents occurred in the Maintenance Dept
- 31% of incidents occurred in Marine, with 23% in Port. The remaining 8% were Third Party incidents

Health, Safety and the Intranet

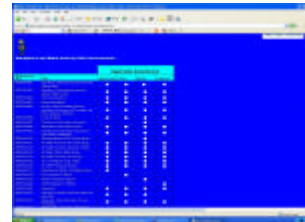


Health and Safety Intranet mainpage Screenshot

Modern technology has caught up with the Health and Safety Unit as it looks to explore new ways of reaching out to Aberdeen Harbour Board personnel with essential Health and Safety information.

The Health and Safety Unit launched its very own Intranet site in 2004 designed to provide all staff with quick links to risk assessments, presentations, safety alerts and notices and company documentation such as blank

Near Miss and Safety Concern Reporting forms.



Screenshot of Risk Assessment page

Access to the pages on the Intranet site can be accessed through any AHB networked computer. Simply navigate to

the company's Intranet main page and double click on Harbours Health and Safety Information or type in the following link:

<http://webserver.aberdeen-harbour.co.uk/safety/>

Employees who do not have direct access to a computer can access the information via their Line Supervisor.

The site is constantly being updated and further news will be carried in the 'Safety Post'.

When's a Near Miss not a Near Miss?

'There are very different Health and Safety issues attached to each definition'

Unfortunately very often the punchline isn't funny.

Recently we have become aware that some staff are having difficulty in deciding if a Health and Safety 'event' should be classified as a Safety Concern, a Near Miss or an Incident.

There are very different Health and Safety issues attached to each definition.

So how do we at Aberdeen Harbour define the different classifications.

Safety Concern

Something which may present harm or cause damage.

An example of this might be faulty machinery requiring attention

This is the lowest level of reporting.

Near Miss

An unplanned 'event' which given slightly different circumstances could have resulted in injury or illness and/or damage.

Incident

An unplanned 'event' or chain of 'events' which has caused injury or illness and/or damage.

Weather Safety



Heavy rain can cause hazardous conditions such as slippery surfaces

Within our Code of Safe Practice employees are requested to consider present and forecasted weather conditions prior to undertaking a task or indeed while a task is underway.

This time of year bring with it very unique Health and Safety issues that, if ignored, could lead to injury or damage to plant and equipment.

It is therefore essential that we consider where we might be affected. For example:

- Wet weather can make surfaces, ladders, stairs, etc. to be slippery. Staff should check the tread on their safety footwear regularly.
- Cold or freezing conditions can lead to surfaces being slippery but can also result

in less than optimum dexterity, which can be vital when handling tools and or plant. Consider wearing gloves where appropriate.

- The winter sun can be very low, which can cause problems with glare and reflection. You could consider using safety sunglasses where appropriate.

First Aid

It has come to the attention of the Health and Safety Unit that several First Aid kits have missing contents and that, in some cases, checks on the contents have not been performed for nearly 2 years!

The organisation has made a provision for designated First Aid personnel to check the contents of First Aid kits at regular intervals. However, it would appear that this requirement has been overlooked.

The importance of First Aid

should not be underestimated. First Aid could make a very considerable difference to the outcome of an injury sustained at work.

21% of all incidents occurring in 2004 resulted in First Aid being applied to the injured employee. This statistic clearly demonstrates the need for a fully stocked and maintained First Aid kit.

As a minimum a properly stocked kit should contain:

Guidance Card (1)

Sterile Dressings (20)

Eye Pads (2)

Triangular Bandages (4)

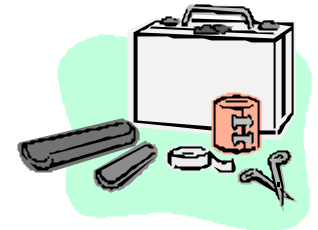
Safety Pins (6)

Med IW Wound Dressings (6)

Lge IW Wound Dressings (2)

Rubber Gloves (1 pair).

With immediate effect spot checks will be carried out and kits found with unchecked contents will be brought to the attention of the relevant department manager.



21% of all incidents occurring in 2004 resulted in First Aid being applied to the injured employee'

Accountability for Safety

Aberdeen Harbour Board considers the Health and Safety of its employees, contractors and visitors to be of paramount importance and we are constantly exploring new ways to improve our performance.

Analysis of incidents has revealed that often Health and Safety rules, procedures, signs and information such as Risk Assessments are discarded or ignored. This is no longer acceptable.

The behaviour and attitudes we all need to demonstrate are not complex, they are easily followed and clearly visible. This means that we can observe and then correct or support them.

To make the breakthrough in Health and Safety each of us must be responsible and accountable for our own actions and the actions of those working around us.

To enable this breakthrough

we are set to rollout a 'Just Culture' process, which we hope will provide every employee with a clear understanding of their responsibility and accountability in terms of:

- Working Safely
- Looking After Others
- Following Rules and Procedures



It is fundamental to the process that it is fair and used in a 'just' manner.

In committing ourselves to these values we will create a culture second to none.

By introducing the 'Just Culture' process we are creating:

- A workplace which is safer where fewer people are injured
- A workplace where everyone contributes to observing, identifying and eradicating unsafe acts, hazards and risks.
- A workplace where we are actively concerned about ourselves and others
- Increased Health and Safety integration into our general workplace attitudes and culture
- Acceptance that Health and Safety is a responsibility for everyone within the organisation in the same way as any other facet of our work.

Your participation is vital to the success of this initiative.

Continued on page 4....

DSE Assessment Review

In late summer 2004 the organisation asked all staff defined as Display Screen Equipment (DSE) user under the Health and Safety (DSE) Regulations 1992 to perform a self-assessment of their workstation.

The exercise proved to be a very valuable Health and Safety initiative with employees showing a good understanding of their working environment.

The main findings were that in our two main operating buildings, i.e. 16 Regent Quay and the Roundhouse, staff had concerns over thermal comfort.

Assessments of strategic areas are ongoing to identify the exact nature of the concerns and to allow remedial actions to be formulated.

It is envisaged that the relocation to the new Operations Control centre when complete will eradicate many of the concerns raised by staff at the Roundhouse.

Advice and support was provided to several DSE users who needed to create a more comfortable workstation and extra equipment was supplied where appropriate.

Accountability for Safety

From page 3.

The 'Just Culture' process will not deviate from the Board's current disciplinary procedures. However, what will benefit employees is a clearly set out model of what is expected from each and every employee whatever their role, seniority in the organisation.

Everyone can:

- Stop any task that is unsafe
- Remain aware of the working environment
- Watch out for changes
- Follow Health and Safety rules, procedures, signs and information
- Report all Health and Safety issues and positively accept interventions

The 'Just Culture' process will form part of the next revision of Aberdeen Harbour Boards Health and Safety Policy, which is currently under review and will be issued to all employees shortly.

The model will seek to apportion responsibility and accountability where appropriate. However, it is envisaged that it's main purpose is to assist root cause analysis in Health and Safety incident investigations.

However, where an employee has been found to have been reckless or negligent in their behaviour disciplinary action will result in line with the 'Just Culture' model.

Employee safeguards will be incorporated in to the process to ensure that it is followed justly.

For example, the model cannot be referred to until a full incident investigation has been completed and the employee will be given the opportunity to state their case ahead of every decision.

The process will not realise it's true potential and deliver the safe behaviours we all seek without the full participation of each and every employee.

We cannot emphasize highly enough the importance of taking responsibility for, and being accountable for your Health and Safety while at work.

Everyone is responsible, everyone is accountable.

Barclay Braithwaite
Chief Executive

Keep Reporting. It's Needed!

At the beginning of 2004 Aberdeen Harbour Board introduced a new Near Miss/Safety Concern Reporting system.

The system initially worked well, with a great number of reports being submitted to Supervisors in each department. However, over the past few months we have seen a marked decrease in the number of reports, which belies the number of incidents being experienced by the organisation.

Analysis of Health and Safety incidents has shown that for every major incident there are many more minor incidents and even more Near Misses or Safety Concerns.

Studies in five organisations in the oil, food, construction, health and transport sectors in conjunction with the Health and Safety Executive (HSE) and published in the HSE book 'Successful health and safety management' concluded that for every 'Major or Over 3 Day Lost-Time Injurious Incident there ought to have been 7 Minor Injurious Incidents and 189 Near Misses or Safety Concerns.

During 2004 Aberdeen Harbour Board suffered 15 incidents, two of which

Were 'Over 3 Day Lost-Time Injurious Incidents', although thankfully the employees were not severely injured.

Nonetheless, employees did sustain injuries and some of these required medical treatment.

Relating this figure to the theory that 189 Near Misses have to have taken place for an incident to occur would mean that Aberdeen Harbour Board *should* have over **400** Near Misses or Safety Concerns recorded and investigated.

For the whole of 2004 we recorded **58**. A good return, but well short of the amount we would have expected to have received.

The importance of the reporting cannot be overlooked. Every near miss or concern reported is a risk removed or a hazard controlled and most importantly an injury prevented.

If you have used the system you will already know the benefits so please keep reporting. If you haven't then make it a priority to contribute this year.

Your Health and Safety might just depend on it!

Near Miss / Safety Concern Statistics for 2004

- ◆ The Marine Department reported the most Near Miss/Safety Concerns with 41%
- ◆ Engineering were close behind with 37% of all submitted
- ◆ 17% of Near Miss/Safety Concerns were reported as a result of a poor attitude towards Health and Safety
- ◆ 15% were concerning potential Slip, Trip and Fall hazards
- ◆ Access and Egress also accounted for 15% of Near Miss/Safety Concerns
- ◆ Interestingly there were no Near Miss / Safety Concerns raised regarding Manual Handling issues



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