

Clean Site / Safe Site initiative

Klaus Hormann
Group Health & Safety





clean site
safe site

Content



- **General introduction**
- Clean site / Safe site actions – introduction

“I am giving the highest priority to Health & Safety and I expect the same from everybody else. Only together will we achieve our goal of zero harm.”

Dr. B. Scheifele, CEO HeidelbergCement

H&S is an important topic for HeidelbergCement

- **Everybody is a role model in H&S**
- **Everybody is accountable for H&S**
- **Safety rules must be followed by everyone**
- **Breaches of safety rules cannot be tolerated**



Safety Leadership

Each manager must actively address the topic to his or her own and play an exemplary role in ensuring that occupational safety is really and effectively practiced. However, all employees must be 100% behind this issue too. When it comes to occupational safety, each individual is really called upon to make a contribution. The Management Board, managers and employees. Occupational safety must become an integral part of our corporate culture.

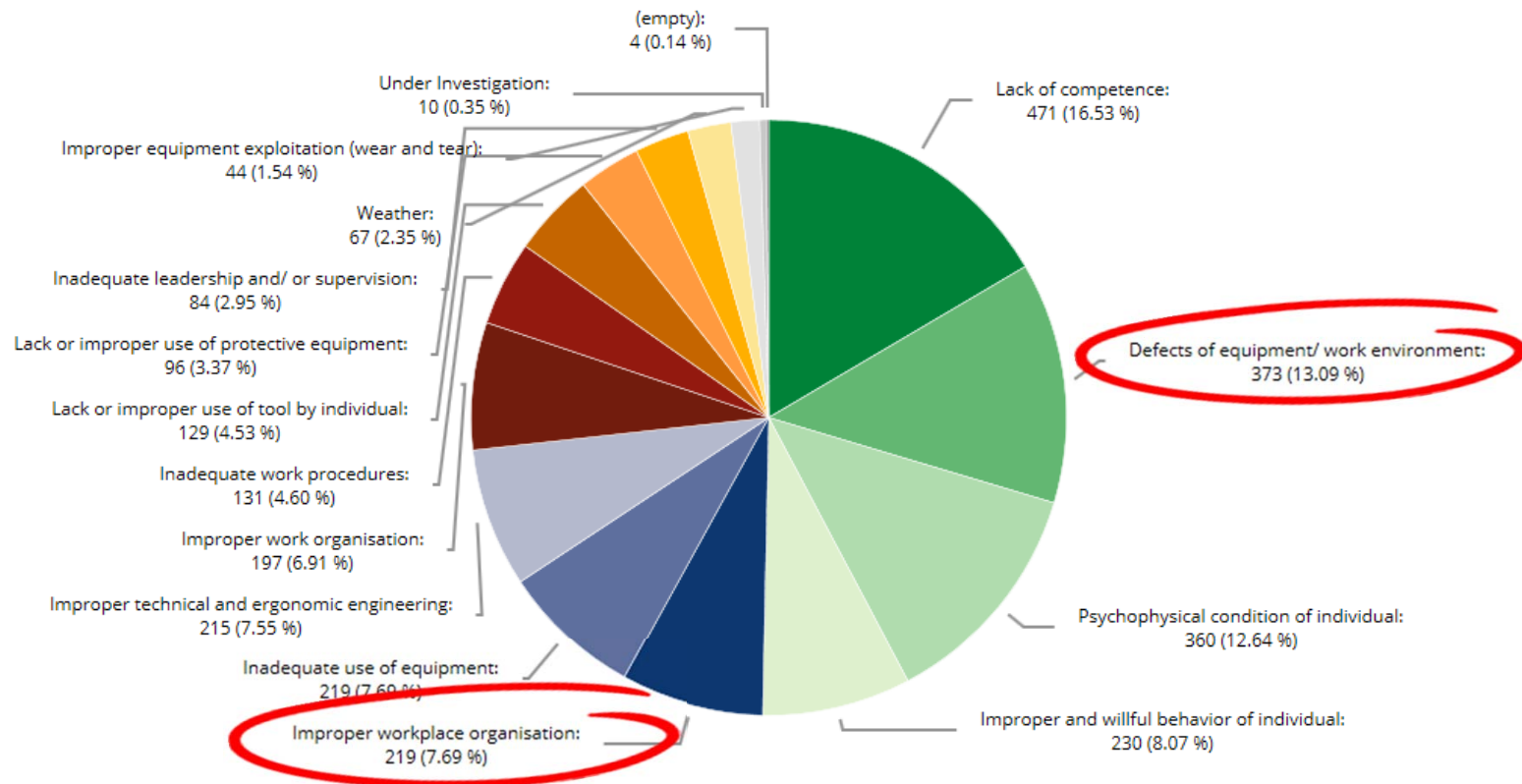
Dr. Bernd Scheifele,
Chairman of the Management Board

Be	→ a role model in H&S
Communicate	→ your expectation of a "zero harm" workplace
Make	→ your subordinates accountable for H&S
Discuss	→ safety issues and incidents with your team regularly
Cooperate	→ closely with your responsible H&S adviser
Ensure	→ proper implementation and compliance with H&S standards
Do not	→ tolerate any breaches of H&S rules

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→ **We all are responsible for Health & Safety!!!**

Level 2 - Primary and contributing causes (PY, all incident types)

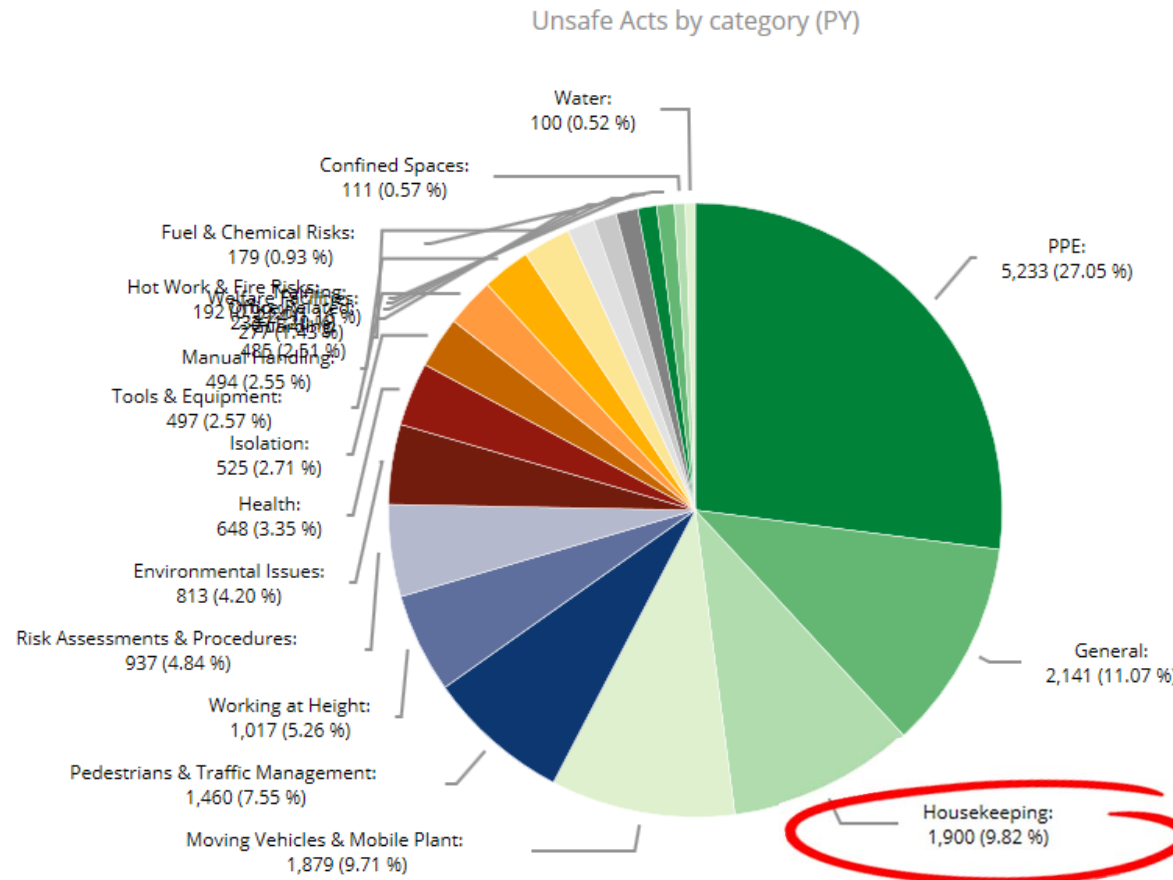


~ 20% linked to improper workplace organization or defect tools

Observed unsafe acts

Safety Conversations - Safe / Unsafe act report

Reports showing details of safe / unsafe acts by location

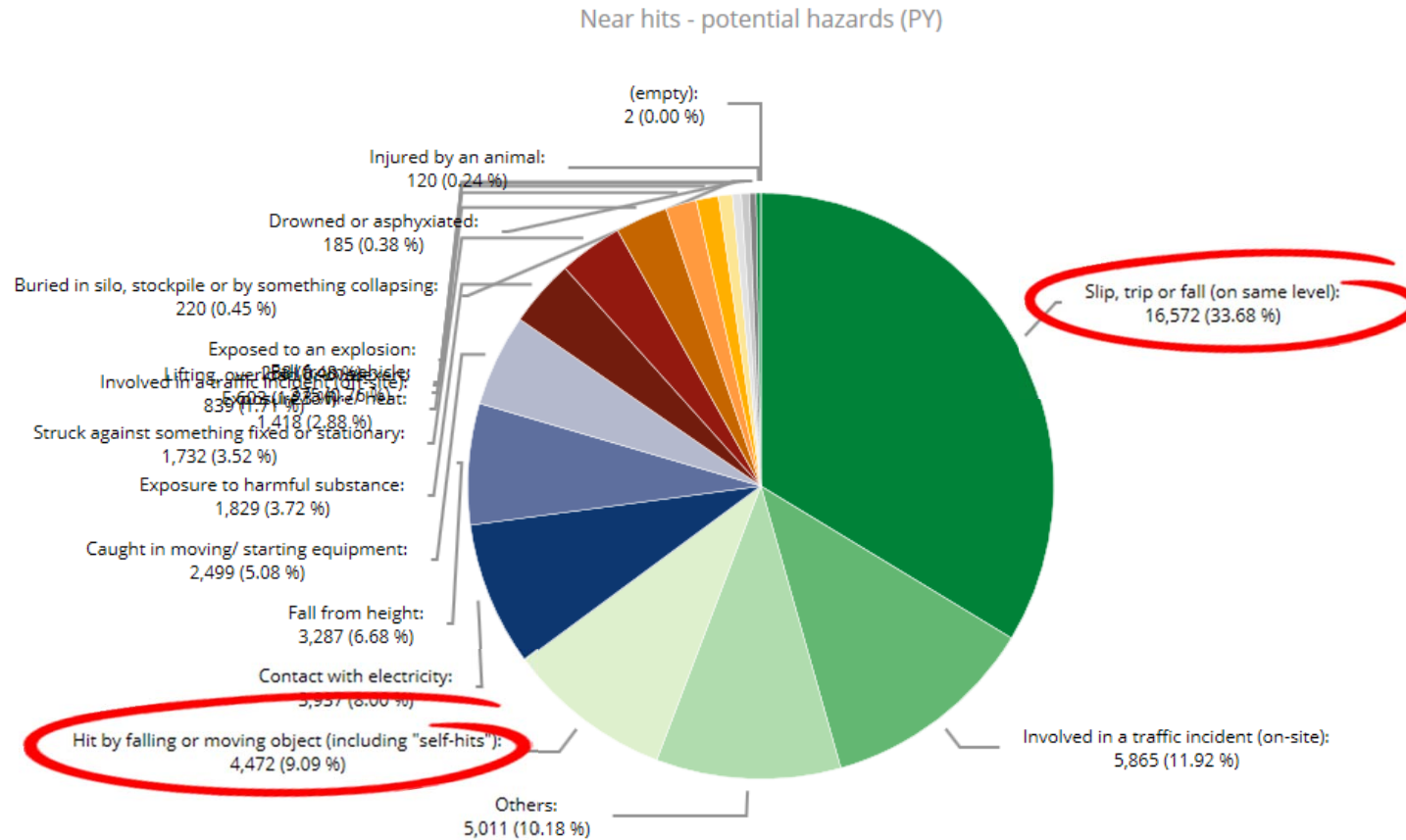


2017 every 10th observed unsafe act was related to housekeeping

Potential incidents – Near hits

Near hits - potential hazards

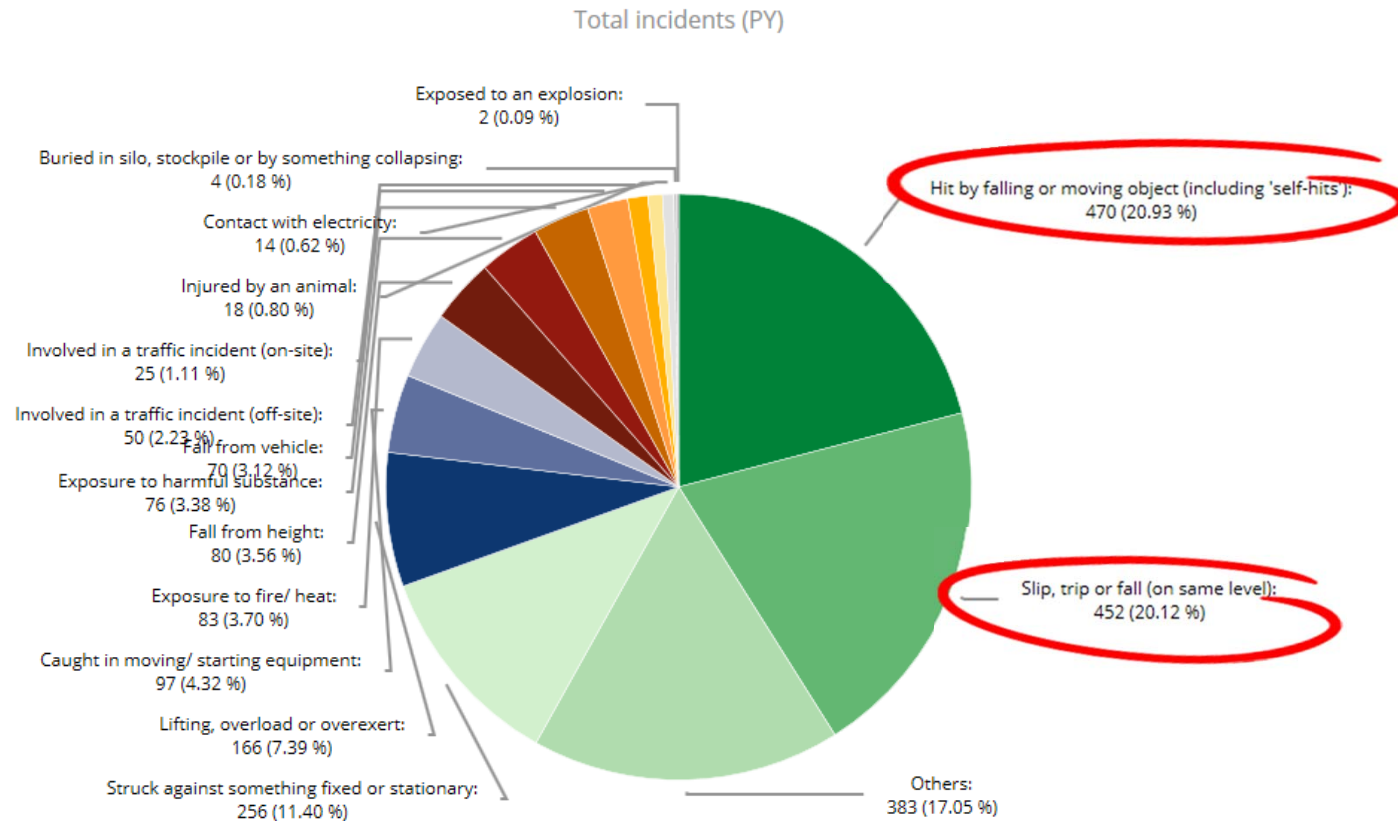
Provides a list of identified potential hazard types correlated with Near hits. Provides amongst others data for the last quarter.



2017 every 3rd Near Hit was a slip, trip and fall incident

Event types

Provides a series of charts showing the distribution of event types for various incident types and groups - for the current and previous year



2017 every 5th reported injury was caused by a slip, trip and fall incident

safe work | healthy life

SAFETY ALERT

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Date/ Time	3/22/2017 / 16:30
Location	Pukrang/ Thailand/ CEMENT
Incident Type/ Status of Injured	Fatality / Contractor/ subcontractor
Incident Description	The accident happened in the cement mill line 1 building, 4th floor under a hoist crane. A 0.85 kW electric geared motor of the hoist crane fell down from a height of 9 meters, for an unknown reason yet, on the victim (employee of contractor company EME). He suffered serious injuries in the skull and brain. He was immediately brought to the hospital by the plant ambulance and passed away at 22:40 hours.
Event Type	Hit by falling or moving object (including 'self-hits')
Injury Type/ Body parts	Head/ skull injury/ Head
Root Causes	Type/ Category: Primary / No or inadequate execution of audits/ inspections/ controls Details: Delay in periodical inspection of overhead crane (uncertified) Type/ Category: Primary / No or inadequate correction of identified hazards Details: Insufficient hazard control
Corrective/ Preventive Actions	4150) Check all overhead cranes in the plant to see if any part of it, is under risk of falling, and ensure it is properly fixed and secured. 4151) In case of a crane is uncertified (delayed its periodical inspection) or is under maintenance, it must be; - parked in a safe zone and prohibited to access - isolated its energy source (including crane's remote controller) - tagged with hazard identification 4153) Inspect all sites and install wire ropes (eg. fall arrest) for equipment with risk of failure and free fall from a height. 3931) Prepare safety alert and distribute it to all personnel 3934) Safety talk about lesson learnt and management failure delivered in all plants

HC AID No: THA-25015/ Sub-incident 3108

Contact: Phusit Saechia

The accident happened in the cement mill under a overhead crane. A motor of the hoist crane fell down hitting a worker. He suffered serious injuries in the skull and brain and died on the spot.



Motor falling direction

The inspection of the overhead crane was overdue



What is behind these numbers?

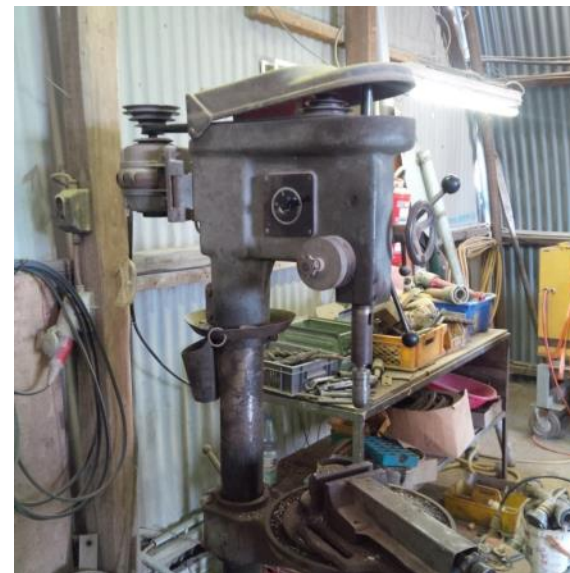


- **These numbers are based on Group wide records, all reported in 2017 within the AID system**
- **Improper workplace organization, linked with poor housekeeping, increases the risk for slip, trip and falls incidents, but as well for hit by objects**
- **Use of defect equipment, e.g. due to not performed inspections, increases the risk for various types of incidents**

clean site
safe site

Housekeeping

safe work healthy life



Slide 10 - Date of presentation
Clean site / Safe site – Introduction - Name of presenter

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Housekeeping

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Slide 11 - Date of presentation
Clean site / Safe site – Introduction - Name of presenter

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Inspections

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Slide 12 - Date of presentation
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Inspections

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Slide 13 - Date of presentation
Clean site / Safe site – Introduction - Name of presenter

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Content



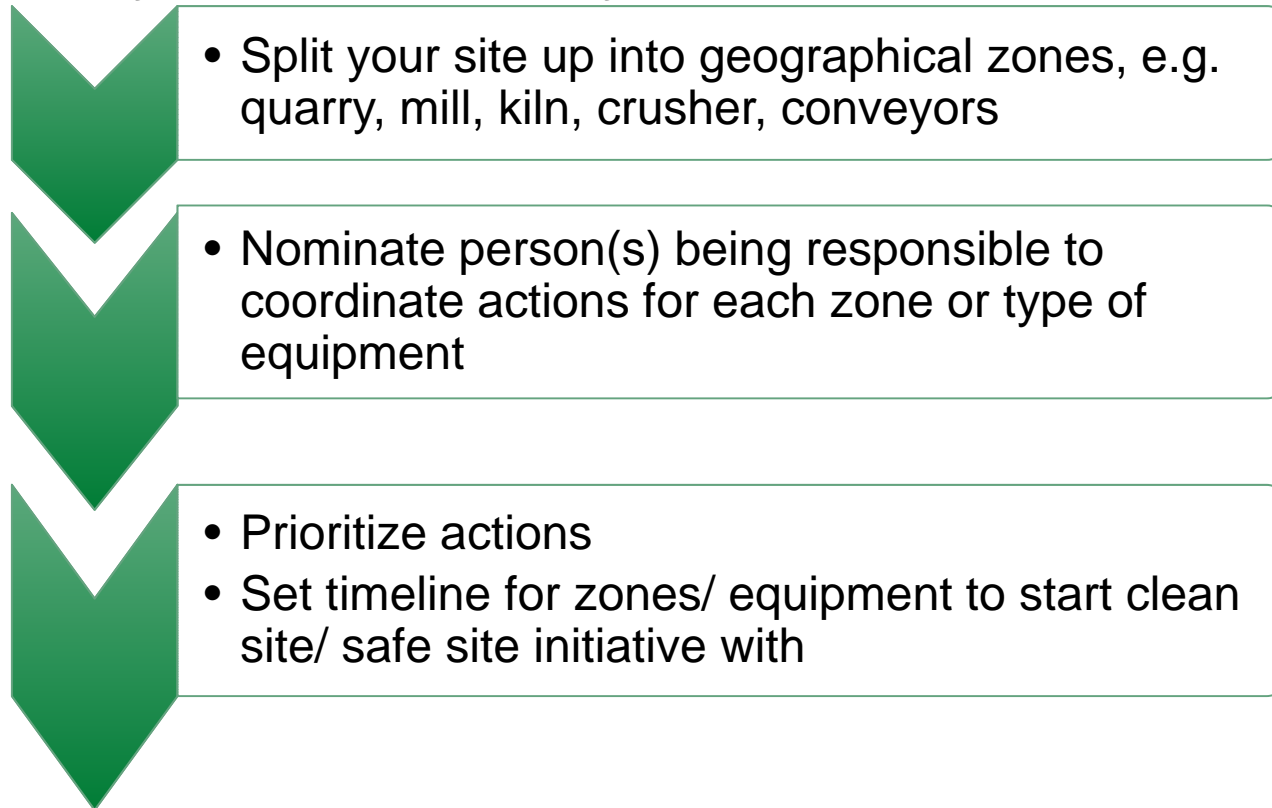
- General introduction
- **Clean site / Safe site actions – introduction**

Why “Clean site/ Safe site” initiative?

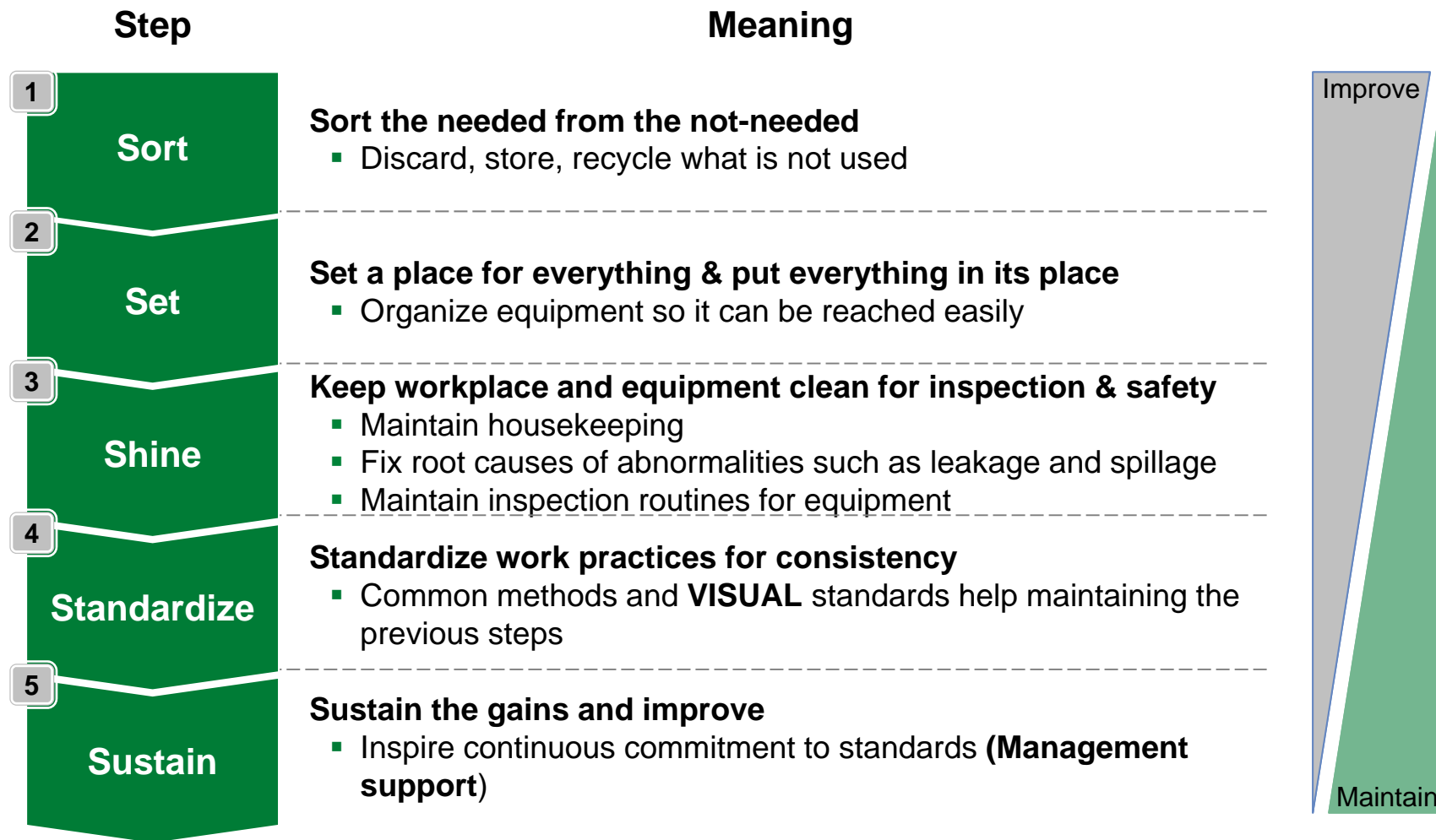
- Poor housekeeping and missing inspections increase the risk for incidents
- The Clean site/ Safe site initiative will help to prevent people from getting harmed
- Standardization helps to set up and maintain a well-ordered and efficient workplace
- A clean and organized workplace facilitates compliance with standards and requirements
- The initiative is aligned with existing Continuous Improvement program elements from HTC and CCM

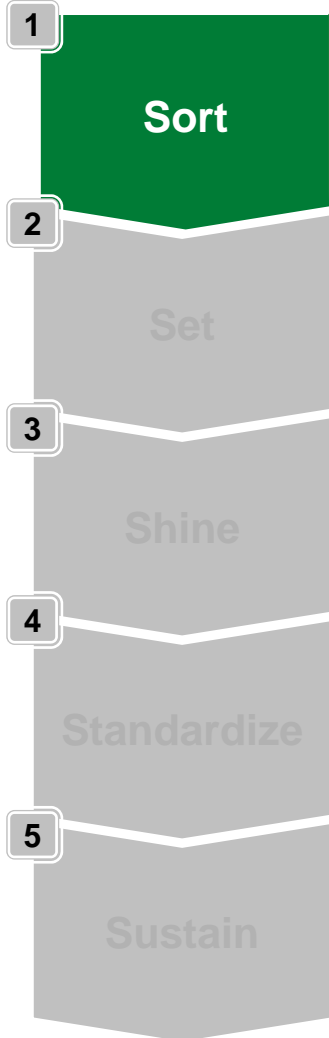
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- **Before starting or refreshing the clean site/ safe site initiative, some preliminary tasks are necessary**



Coordinate actions with your local CIP manager!!





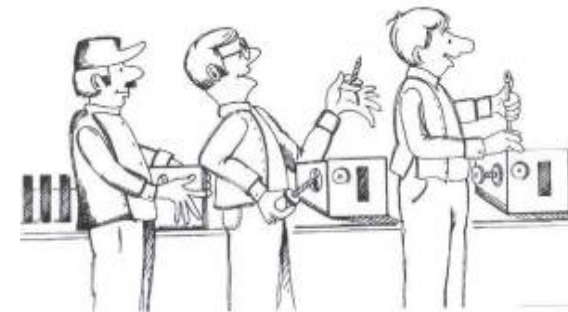
Sort consists of four main activities

- Go through all items in each section
- Consider using red tags for 'questionable' items
- Store red tagged items in dedicated area
- Dispose items that have not been reclaimed after one week

Before

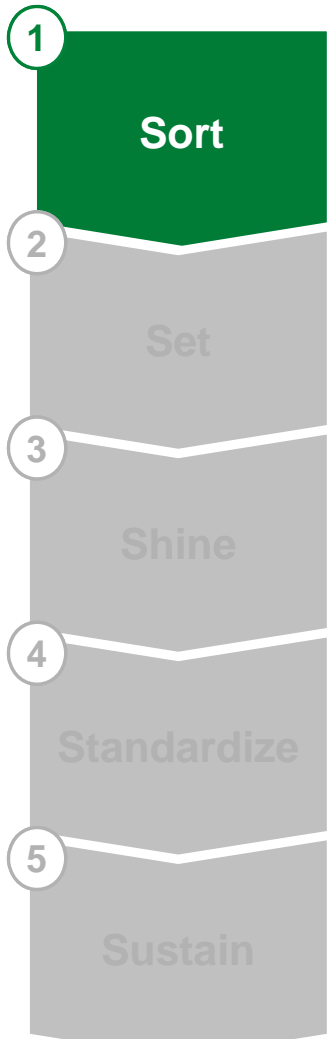


After



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Example: Red tag



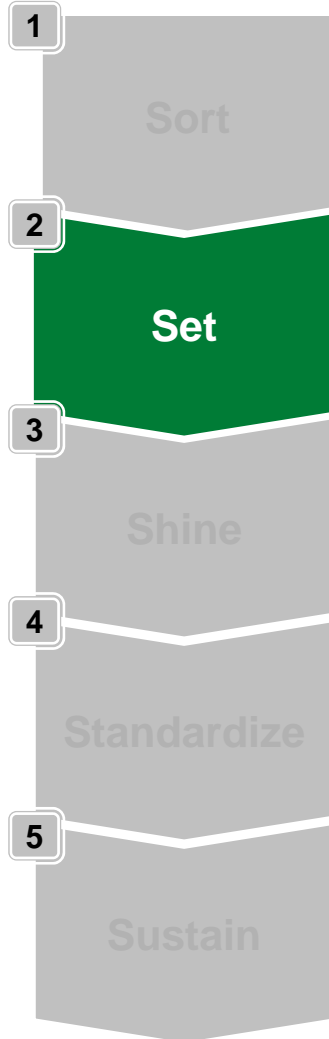
Items, where you are not sure, whether they are still needed, should be stored in a designated “red tag” area for final decision. You can facilitate the identification by using a red tag to mark items which cannot be moved directly to the “red tag” area.

<p style="text-align: right;">clean site safe site</p> <p>No:.....</p> <p style="text-align: center;">5S RED TAG</p> <p>NAME: _____</p> <p>DATE: _____</p> <p>ITEM/DESCRIPTION: _____</p> <p>LOCATION: _____</p> <p>QTY: _____</p> <p>CATEGORY</p> <p><input type="checkbox"/> EQUIPMENT OR TOOLS</p> <p><input type="checkbox"/> FILES</p> <p><input type="checkbox"/> FINISHED TOOLS</p> <p><input type="checkbox"/> MAINTENANCE SUPPLIES</p> <p><input type="checkbox"/> OFFICE EQUIPMENT OR SUPPLIES</p> <p><input type="checkbox"/> RAW MATERIALS</p> <p><input type="checkbox"/> WORK IN PROGRESS</p> <p><input type="checkbox"/> UNKNOWN</p> <p><input type="checkbox"/> OTHERS</p> <p style="text-align: center;">HEIDELBERGCEMENT</p>	<p style="text-align: right;">clean site safe site</p> <p>REASON TAGGED</p> <p><input type="checkbox"/> DEFECTIVE</p> <p><input type="checkbox"/> NOT NEEDED</p> <p><input type="checkbox"/> OLD/OBSOLETE</p> <p><input type="checkbox"/> SCRAP</p> <p><input type="checkbox"/> SURPLUS</p> <p><input type="checkbox"/> OTHER</p> <p>ACTION REQUIRED</p> <p><input type="checkbox"/> DISCARD</p> <p><input type="checkbox"/> MOVE TO RED TAG AREA</p> <p><input type="checkbox"/> MOVE TO</p> <p><input type="checkbox"/> RECYCLE</p> <p><input type="checkbox"/> RETURN TO</p> <p><input type="checkbox"/> SHRED</p> <p><input type="checkbox"/> STORAGE</p> <p><input type="checkbox"/> OTHER</p> <p>ACTION COMPLETED BY:</p> <p>NAME: _____</p> <p>DATE: _____</p> <p style="text-align: center;">HEIDELBERGCEMENT</p>
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Red tag area

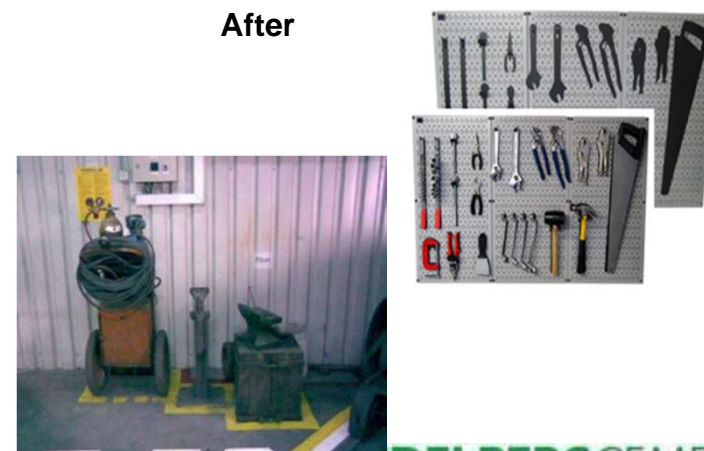


Step 2: Set a place for everything

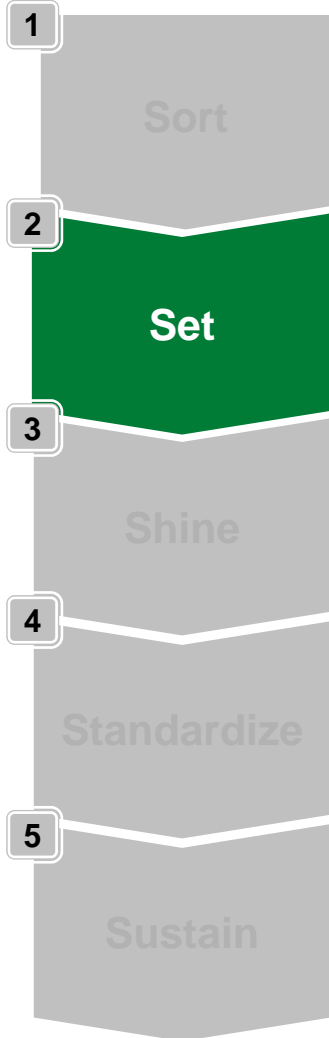


Set consists of two main steps

- **Define dedicated location for every item**
 - Store items together and in right sequence if they are used together
 - Store infrequently used items away from the point of use
 - Make sure frequently used items are available, where needed
- **Mark dedicated locations for items**



Example: Set standards



WELL KEPT AREA

HOUSEKEEPING OWNERSHIP:

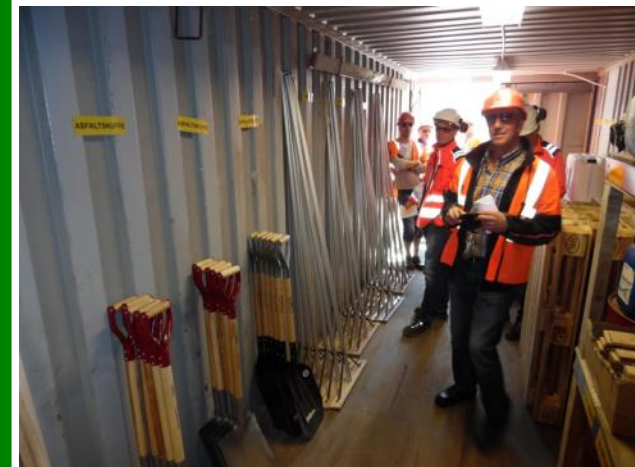
SITE:

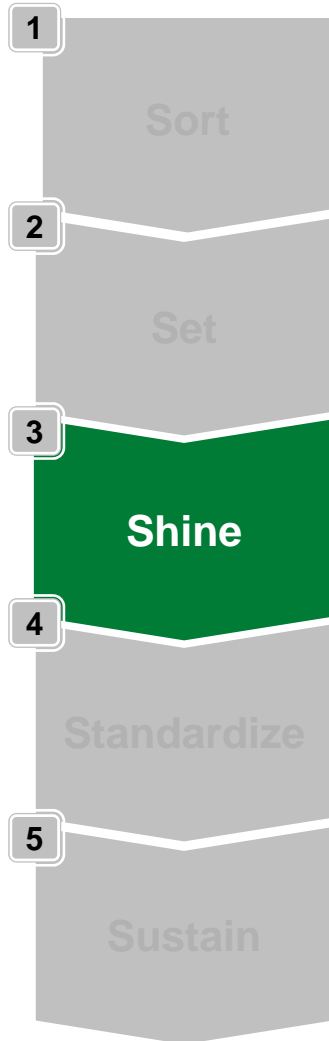
AREA:

RESPONSIBLE MANAGER:

RESPONSIBLE SUPERVISOR:

INSERT PHOTO OF HOW THIS AREA SHOULD BE KEPT

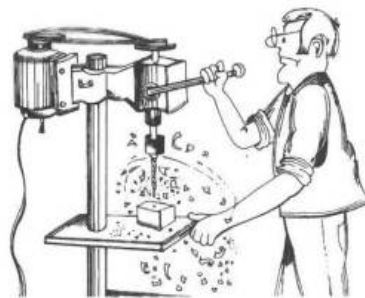




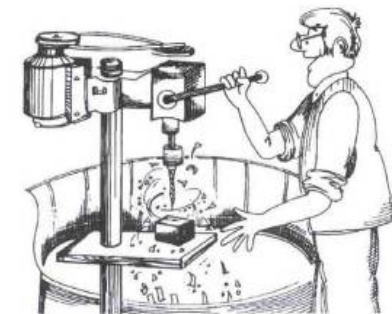
Shine consists of three main activities

- **Fix root causes of abnormalities such as leakage and spillage**
- **Set cleaning and inspection schedule per zone to plan implementation and tracking of activities**
 - List every cleaning/ inspection activity and indicate necessary frequency
 - Appoint staff in charge of cleaning/ inspection activities
 - Perform cleaning/ inspection activities according to defined frequency
- **Conduct periodic implementation tracking**
 - Shift leader to check performance level of implementation

Before

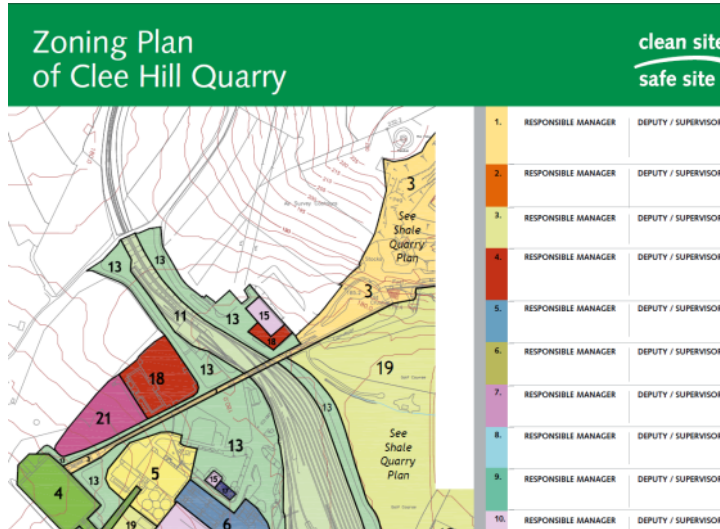
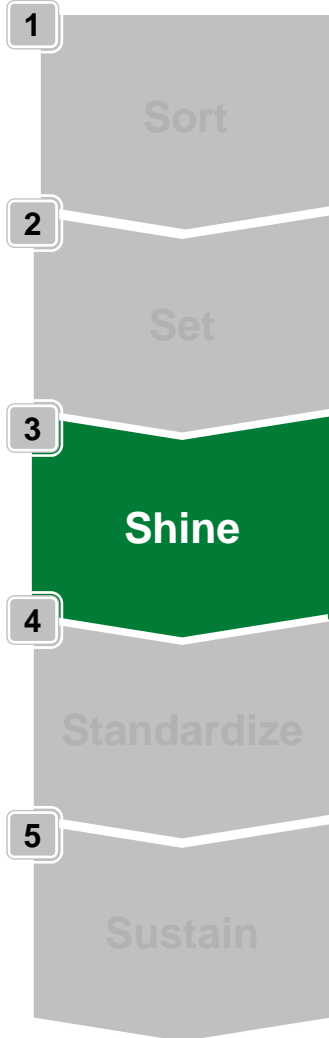


After

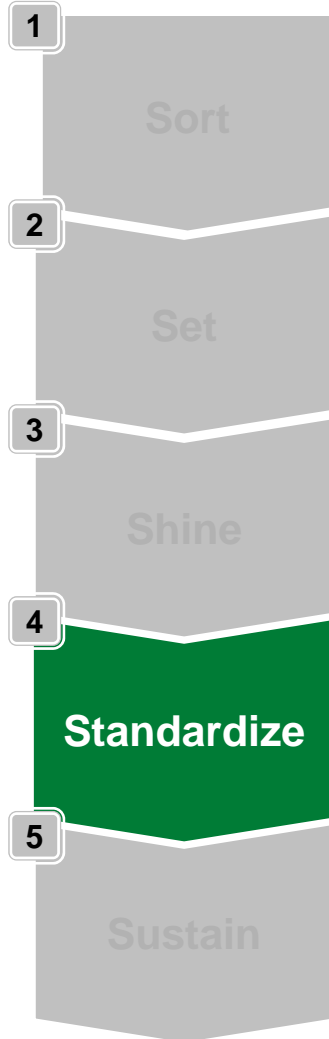


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Example: Shine to keep it clean



Standardize is based on developing an implementation checklist

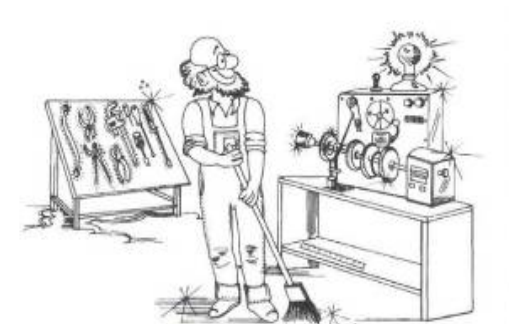


- **Set up checklist for implementation and continuous monitoring**
 - List all necessary activities
 - Indicate required implementation frequency of each activity
 - Check if activity was carried out and indicate improvement potential
 - Define processes how to proceed in case of non-compliances
 - Define actions In case of inspections specify criteria for “fit for use”

Before

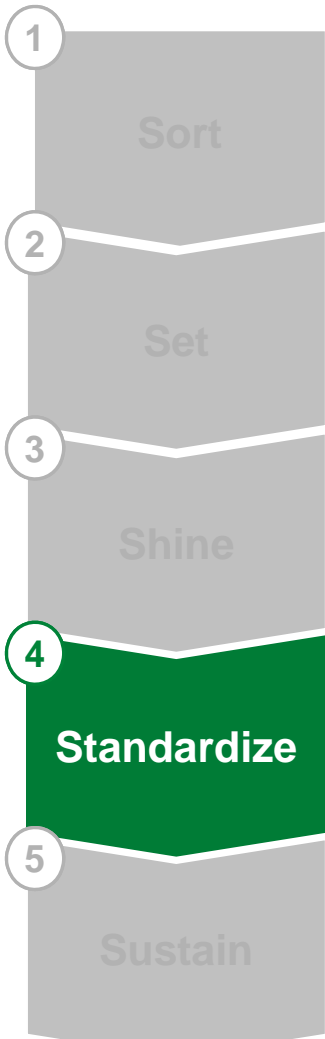


After



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Examples: checklist



LEHIGH HANSON MATERIALS LIMITED FACILITY INSPECTION FORM
 Inspected By: Brianna McLagan, Robert Sargent
 Date: August 15, 2016 Location: Parsons Creek

S	U	N/A	FACILITY	A	B
✓			Adequate access/egress for emergencies (all exits clear of debris)		
✓			Garbage containers & rag bins emptied		
✓			Passageways & Stairs kept clear		
✓			Air quality/dust concerns		
		✓	Confined space entry permits being used where required		
	X		Flammable's stored in flammable storage cabinet		
		✓	SDS/MSDS workplace label attached to portable jugs		
			THA's & SWP's completed for each task & FLHA being used daily		
FIRST AID, MEDICAL & SAFETY SUPPLIES					
	✓		First aid kit & eye wash station supplies maintained and current		
	✓		Certified first aiders in		
	✓		AED monthly checkli		
	✓		Company Safety Poli		

STOP! Emergency number **112**

Name(s) _____
 Date _____
 Task _____

	YES	NO
1. Is the environment as usual today?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the surrounding free of risks?	Above: <input type="checkbox"/>	<input type="checkbox"/>
	Below: <input type="checkbox"/>	<input type="checkbox"/>
	In front / behind: <input type="checkbox"/>	<input type="checkbox"/>
	Inside: <input type="checkbox"/>	<input type="checkbox"/>

TRUCK >3.5 to DAILY PRE-WORK SAFETY INSPECTION SHEET
 MACHINE ID/TYPE: _____ DRIVER ID: _____
 REG NUMBER: _____ WEEK BEGINNING (date): _____

Please check daily and fill the sheet before work.
 Tick ✓ if item is OK or mark X if defective and give details. In case of any defective inform your supervisor and do not start work.
 Defects possible to self-repair do not must be reported to supervisor. Repair should be noted in notes.

ITEM	MON	TUE	WED	THU	FRI	SAT	SUN	Details of Defect / Comment
1. Wheels and tyres: check if not cut or damaged, no visible inflation, no wheel nut missing								
2. Leaks: hydraulic fluid, brake fluid, fuel, oil, no visible leaks								
3. All lights, reflectors, mirrors, windows, camera casing: check damages and cleanliness								

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healthy enough for this task? YES NO
 information about the work and the appropriate YES NO
 all required work permits? YES NO
 is involved in the actual task? YES NO
 f about the job? YES NO
 is of hazardous energy isolated (LoToTo)? YES NO
 nt / PPE in good condition and appropriate YES NO
 n an emergency? YES NO

Hanson HEIDELBERGCEMENT Group
Lifting Equipment Asset Register
 (UKCP12.F5 Version 1)

Date of Asset Register Review: **04.10.2017**

Description	Safe Working Load	Reference \ Serial Number	ES Item Number	Test Cert available (Y/N)	Inspection Frequency	Date Inspected by Competent Person	Date of next inspection	Status
Hydraulic Jack	30 tonne	14079	BJ 01	N	12 Months	04.10.2017	04.10.2018	In Use
Hydraulic Jack	30 tonne	5587/6105	BJ 02	N	12 Months	04.10.2017	04.10.2018	In Use
Hydraulic Jack	2000kg	KH3173	BJ 03	N	12 Months	04.10.2017	04.10.2018	In Use
Bow Shackle	6.5 tonne	Bj 34/11	BS 01	N	6 Months	04.10.2017	04.04.2018	In Use
Bow Shackle	8.5 tonne	GT643D	BS 02	N	6 Months	04.10.2017	04.04.2018	In Use
Bow Shackle	4.75 tonne	APL3/1	BS 03	N	6 Months	04.10.2017	04.04.2018	In Use
Bow Shackle	1.5 tonne	A5/1	BS 04	N	6 Months	04.10.2017	04.04.2018	In Use
Bow Shackle	1 tonne	L1471	BS 05	N	6 Months	04.10.2017	04.04.2018	In Use



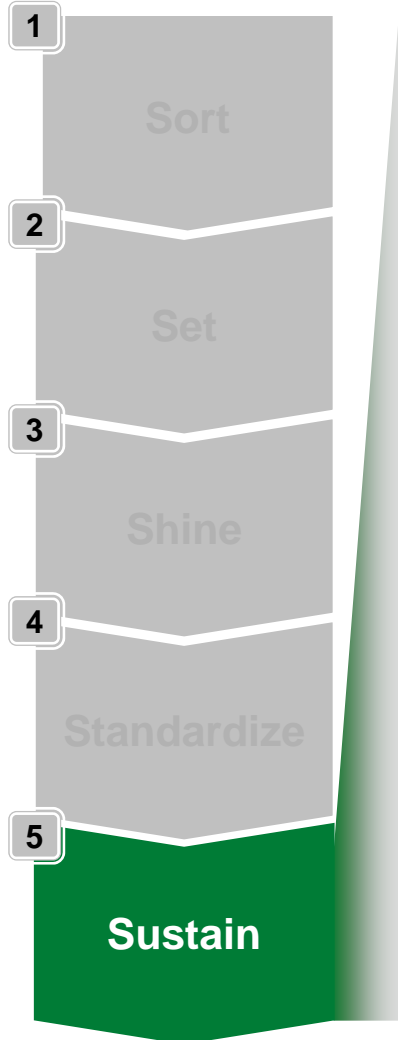
»DOUBLE CHECK« the work preparation with your supervisor

Nr. 82 Dezember 2005
Sicherheits-Prüfliste
 Ausschuss Umwelt und Verfahrenstechnik - Arbeitskreis Arbeitssicherheit

Sie in Ihrem Bereich:
ten in Höhen mit PSA gegen Absturz

Arbeitssicherheit	Prüfungsergebnis ja nein	Bemerkung	Erledigt am:
1. Steht für Arbeiten in Höhen persönliche Schutzausrüstung gegen Absturz zur Verfügung?			
2. Sind die jeweiligen Mitarbeiter im Umgang und in der Handhabung der persönlichen Schutzausrüstung ausreichend unterwiesen?			

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Ensure situation is maintained and inspections are done as required

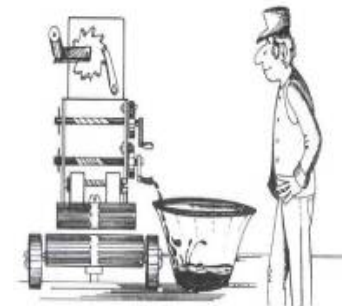
Important benefits of regular checks

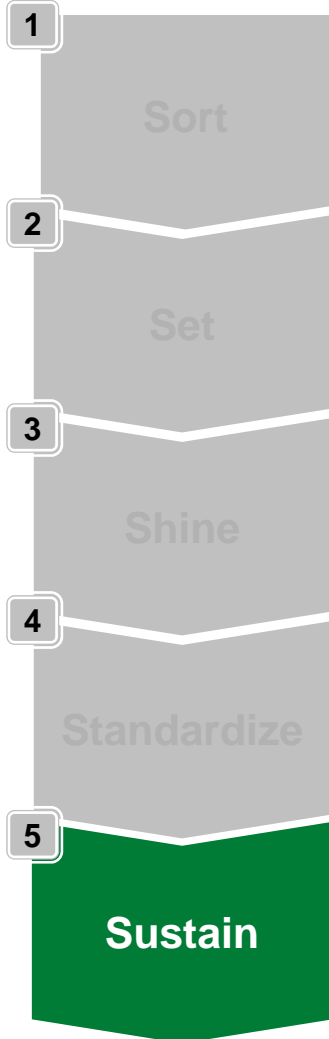
- Motivating staff by reviewing success cases and adapting lessons learned from other places
- Ensuring identification of weaknesses and development of countermeasures if standards are not met

Before



After





HOUSKEEPING RULES

HOUSEKEEPING OWNERSHIP:

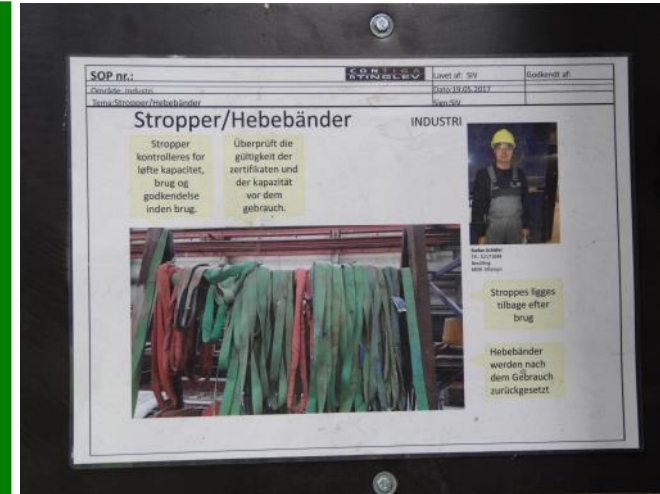
SITE:

AREA:

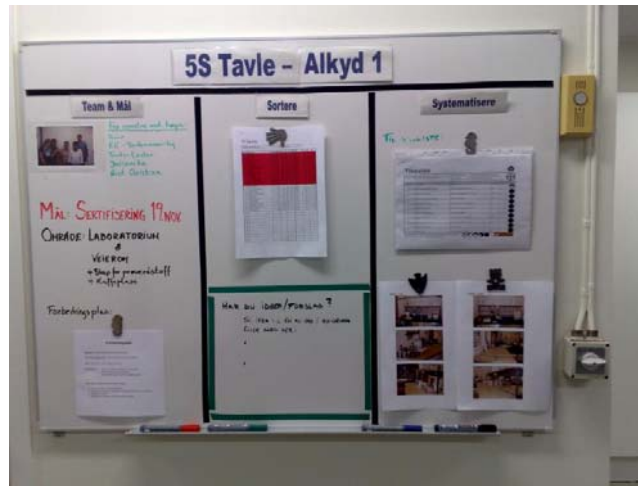
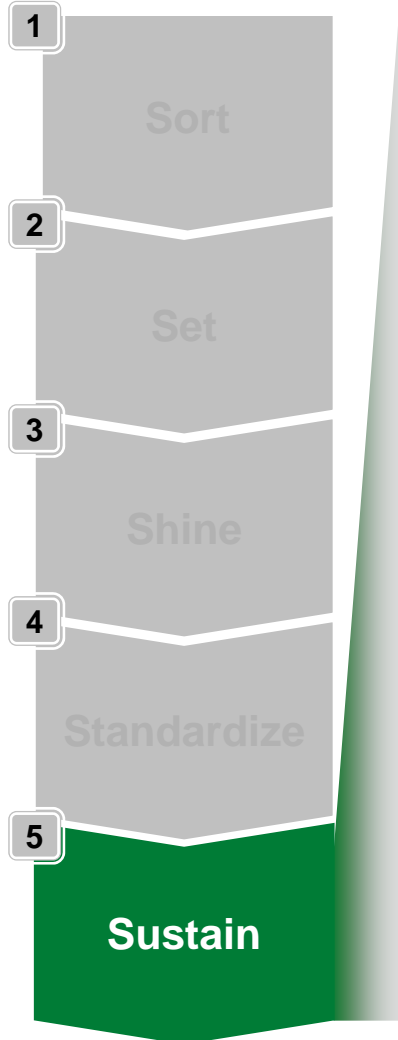
RESPONSIBLE MANAGER:

RESPONSIBLE SUPERVISOR:

HOUSEKEEPING RULES FOR THIS AREA:



Example: Communication



Use notice boards as well to provide “before” and “after” pictures