

Clean site / Safe site initiative

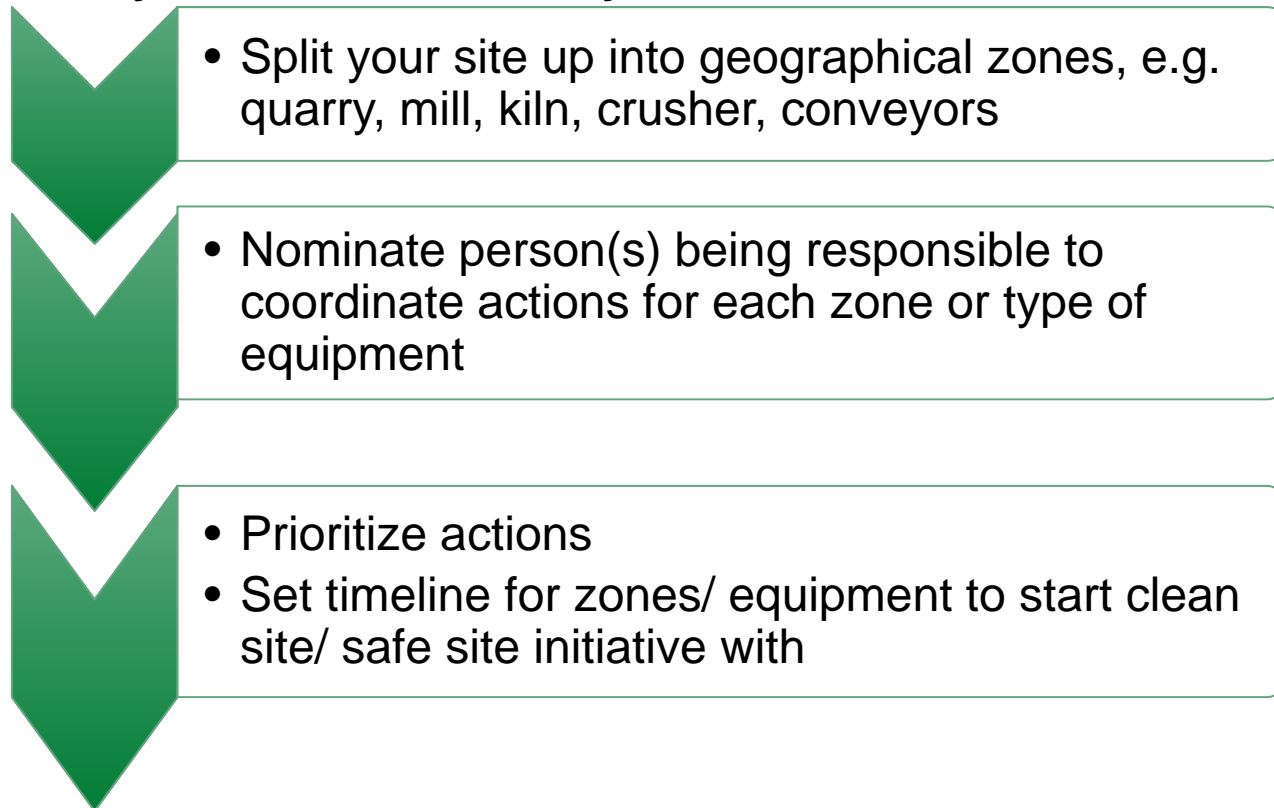
Actions – Quarter 1

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Group Health & Safety



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



Coordinate actions with your local CIP manager!!

- **“Zone” your plant/ site**
 - Define logical areas, they may be subdivided into smaller areas
 - Identify machinery
 - Identify “contractor” areas

- **Allocate these “zones” to an individual manager or supervisor**
 - The nominated person will be responsible to coordinate the actions in her/ his zone
 - Nominate as well an deputy to take over when the responsible person is absent

- **Visualize the zoning and responsibilities**
 - Use a map of your site to show the various zones (see example on next page)
 - Publish the map on dedicated noticeboards and in all employee facilities such as canteens

- **The plan must be kept up to date when there are management changes**



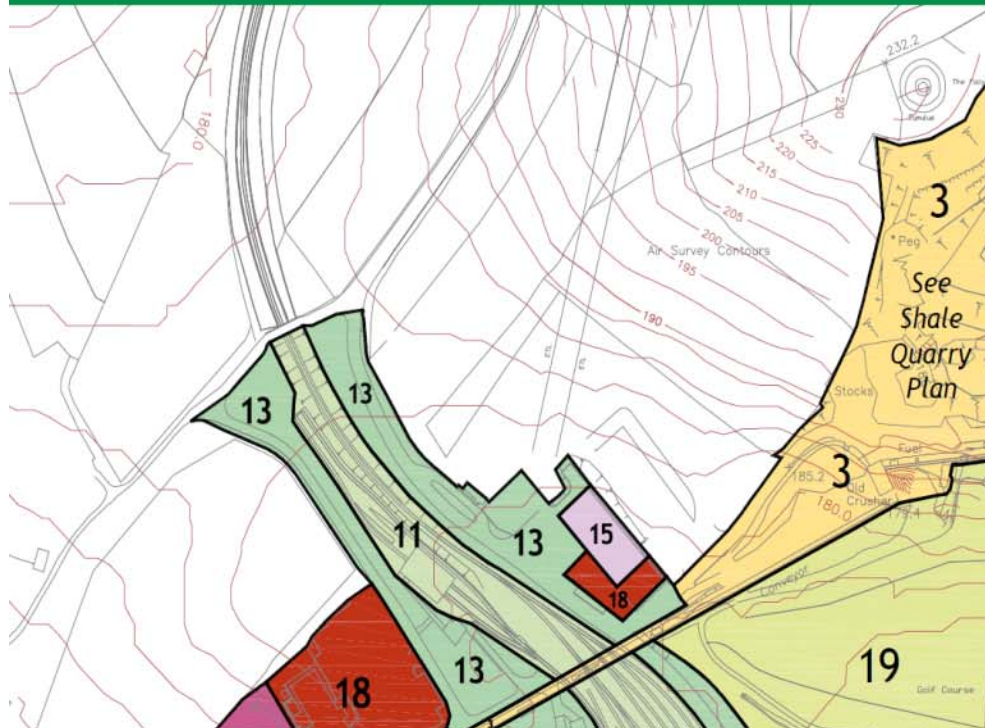
clean site
safe site

“Zoning” plan – example



Zoning Plan of Clee Hill Quarry

clean site
safe site



1.	RESPONSIBLE MANAGER	DEPUTY / SUPERVISOR
2.	RESPONSIBLE MANAGER	DEPUTY / SUPERVISOR
3.	RESPONSIBLE MANAGER	DEPUTY / SUPERVISOR
4.	RESPONSIBLE MANAGER	DEPUTY / SUPERVISOR
5.	RESPONSIBLE MANAGER	DEPUTY / SUPERVISOR
6.	RESPONSIBLE MANAGER	DEPUTY / SUPERVISOR
7.	RESPONSIBLE MANAGER	DEPUTY / SUPERVISOR

- **You won't be able to implement the initiative for all zones and equipment in one big effort**
- **Develop a plan of how you are going to implement the initiative for your site**
- **Identify priority areas to start with**
 - Select a limited number of “zones” where the initiative will help to improve the current situation
 - This might be areas with increased slip, trip and fall incidents/ near hits, those with high numbers of observed unsafe acts from Safety Conversations, or those simply needing increased attention

- **All fixed and mobile machinery and equipment located in the “zones” are under the responsibility of the nominated manager for that “zone”**
 - Make sure a register with the various types of equipment in scope is available
 - Electronically in maintenance systems or any other means
 - Ensure equipment can be identified by asset number or name
 - Define ownership of all mobile equipment, including machines with more than one operator and contractors vehicles operating on our sites
 - Ownership means that the responsible person has to coordinate the necessary actions, incl. inspections, for this equipment



Targets for end of Q1



- **Have the local site managers and local CIP manager informed about the initiative, which is new or a refresher of the initiatives already started by HTC or CCM**
- **Have the zoning done for your site**
 - A Zoning plan is created and published
- **Have ownership for zones and equipment defined**
 - Have responsible managers and their deputies nominated and informed
 - Have employees informed about upcoming activities and the goal of the “Clean Site/ Safe Site” initiative
 - Have teams created who will perform the tasks
- **Have “Zones” selected to (re)start the “Clean Site/ Safe Site” initiative with**
- **Have photos showing the situation before you start the initiative**
 - Make as much pictures as necessary
 - Later you should take “After” pictures to show the differences achieved by this initiative

- **In Q2 focus will be on the first steps of the 5S methodology**
 - Sort
 - Set
 - Shine

- **In Q3 focus will be on**
 - Standardize
 - New “zones” should start the process

- **In Q4 focus will be on**
 - Sustain
 - Zones started in Q3 will enter “Standardize” phase
 - Remaining “zones” should start the process

- **In 2019**
 - Continue initiative until the complete plant is in “Sustain” phase