

# Clean site / Safe site initiative

## Actions – Quarter 3

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Group Health & Safety



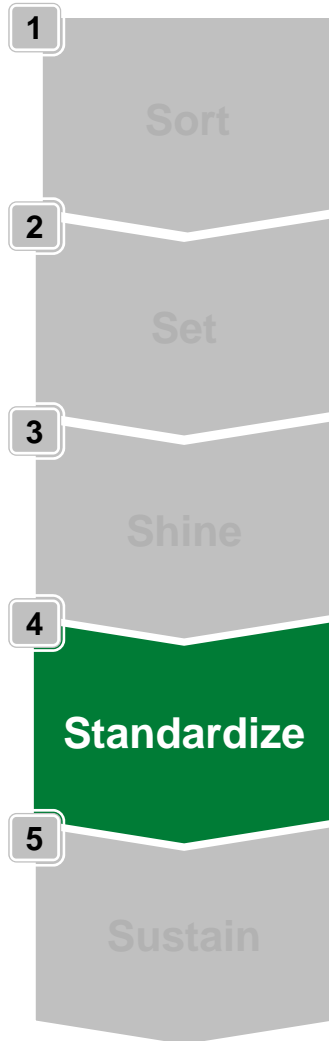


## Review – actions Q1



- **You should been in contact with the local site manager and CIP manager to discuss the initiative, which is part of the country H&S action plan** ✓
- **You should have defined ownership for each sites zones and “Safety Critical” equipment** ✓
  - 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
  - Decided where to place displays of the site zoning plan and owners of safety critical equipment✓
- **Have a “Zone or Zones” selected to (re)start the “Clean Site/ Safe Site” initiative with depending on the size of the site** ✓
- **Have photos taken to document the situation before starting the clean site/ safe site initiative**

- **You should have your first selected “zone/zones” clean and tidy** ✓
  - Have items stored at their proper place
  - Have red tagged items either disposed or properly assigned and stored
- **You should have dedicated locations identified and marked ready to receive items including scrap areas, temporary stores etc.** ✓
- **You should have set up a cleaning and inspection schedule to keep the area clean and tidy** ✓
  - Have a list for cleaning/ inspection activities with given frequency
  - Have staff in charge of cleaning/ inspection activities appointed
- **You should have taken photos before you start the process and showing the situation afterwards** ✓



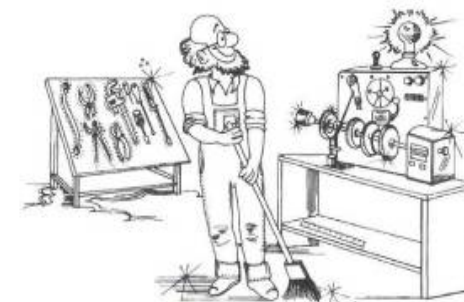
## Standardize is based on developing an implementation checklist

- **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
  - Consider standardized signs, color coding, painting routes, stores indexing etc.
    - Paint handrails, mark pedestrian walkways, add high-visibility elements on mobile equipment, etc.
  - Define processes how to proceed in case of non-compliances
  - In case of inspections specify criteria for “fit for use”

Before



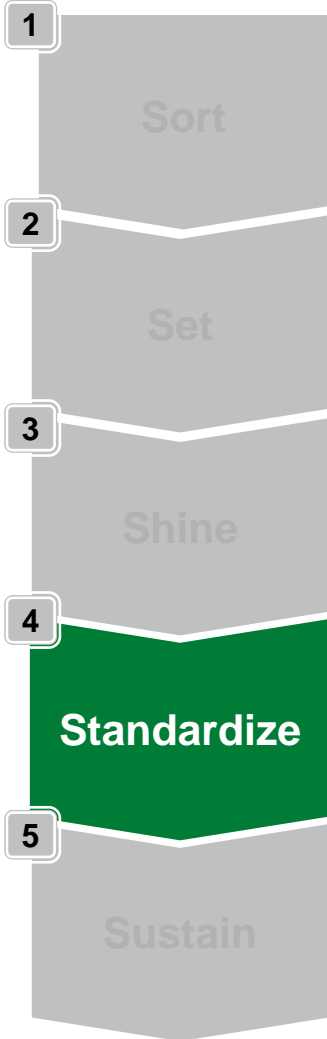
After



HEIDELBERGCEMENT



# Examples: Set standards



Kraus	Zona	Uzkopšanas biežums				Atbildīgā persona	
		D	N	M	K	Amats	Uzdevs
1	Reģistrācija					Rūpnieciskais operators	D. Vānars
2	Aprūpes telpa			X		Transporta nod. vadītājs	N. Strautvils
3	Deģerātes uzpildes stacija			X		Transporta nod. vadītājs	N. Strautvils
4	Transporta stacija				X	Transporta nod. vadītājs	N. Strautvils
5	Atkritumu telpa			X		Transporta nod. vadītājs	N. Strautvils
6	Atkritumu telpa		X	X		Rūpnieciskais operators	D. Vānars
7	Atkritumu telpa		X	X		Rūpnieciskais operators	D. Vānars
8	Atkritumu telpa	X	X			Transporta nod. vadītājs	N. Strautvils
9	Laboratorija			X		Laboratorijas vadītājs	E. Ģirģis
10	Biopuzis			X		Kvalitātes vadītājs	G. Ševca

### ZASADY UTRZYMANIA PORZĄDKU

**PRZYPIŚANIE ODPOWIEDZIALNOŚCI:**

ZAKŁAD: Górażdże Cement SA Zakład EKOCEM w Dąbrowie Górniczej  
 STREFA: STREFA MAGAZYNOWANIA 1603 (magazyn części elektrycznych)  
 ODPOWIEDZIALNY KIEROWNIK: Agnieszka Chmielewaka  
 NADZORUJĄCY STREFE: Przemysław Popiel  
 ZASTĘPCZO: Krystian Bledron

**ZASADY UTRZYMANIA PORZĄDKU DLA TEJ STREFY:**

1. Codzienny nadzór nad stanem czystości pomieszczenia.
2. Co dwa tygodnie wykonywanie prac mających na celu utrzymanie porządku.
3. Zapewnienie prawidłowego rozmieszczenia materiałów na regałach.
4. Co półroczna kontrola stanu technicznego drabiny oraz regałów.
5. Kontrola dostępności ciągów komunikacyjnych.
6. Kontrola daty ważności przechowywanej wody mineralnej.

SOP nr.: ...

### Stropfer/Hebebänder

Stropfer kontrollieren für lefzte kapacitet, brug og godkendelse inden brug.

Überprüft die gültigkeit der zertifikaten und der kapazität vor dem gebrauch.

Hebebänder werden nach dem Gebrauch zurückgesetzt

**HOLD-ORDEN!!!**

Hold-orden!!!

58 stjer for dette rom

Hold-orden!!!

- **Have defined all activities and set up schedules for cleaning and inspections, e.g.**
  - Have a list for cleaning/ inspection activities with given frequency
  - Have staff in charge of cleaning/ inspection activities appointed
- **Have defined criteria for area/ equipment to be “fit for use”**
  - Have communicated criteria
- **Have checked compliance with set schedule and criteria**
  - Have used options to further improve situation
- **Have shared “Before/ After” pictures UNITE**
  - [http://unite.grouphc.net/wok/hs/Pages/CleansiteSafeSite\\_en-US.aspx](http://unite.grouphc.net/wok/hs/Pages/CleansiteSafeSite_en-US.aspx)
  
- **New zones should have started the process with first 3S elements**

■ **In Q4 focus will be on**

- Sustain
- Initiate inspection processes to maintain standards
- Zones started in Q3 will enter “Standardize” phase
- Remaining “zones” should start the process

■ **In 2019**

- Continue to select zones as others are completed
- Continue initiative until the complete plant is in “Sustain” phase
- Embed the inspection processes into procedures