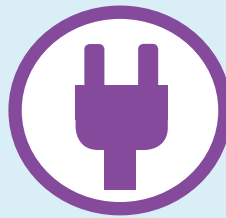


Health, Safety and Wellbeing topic - Safe use of equipment

Key questions to ask ...



Perform visual checks on equipment to identify any damage prior to use



Check cables and plugs on equipment for faults, cracks, splits and other damage



Follow the operating instructions or any training you have had in the use of the equipment



Use the equipment for the purpose for which it is designed only



Check labels or tags which may identify if the equipment has been appropriately maintained



Use any PPE provided and use aids / trolleys available for moving heavier items



Report any equipment found unsafe or damaged on Datix as a near miss



Take any faulty / damaged equipment out of service and raise a request with management to get it fixed



Ensure equipment is stored appropriately when not in use

Immediate feedback

Feedback directly to the person you have observed
Have an open and honest conversation with the observee
Reinforce POSITIVE behaviour by telling them what they did well

A behavioural safety observation is the key to identifying hazards in the way people carry out tasks before an accident happens.

The idea is to visit your team and observe the work for a few minutes, identifying things that are good as well as bad and then discuss the points with your team. The information on the other side of this sheet may provide some guidance on what to look for.

Below is advice on how to carry out the conversation and what to look for in the observations.

Introduce yourself

- Advise the observee who you are if they don't know and why you are there
- Advise all observations are anonymous
- Watch the whole process you are observing
- Record good and poor practice
- Only interrupt if there is an immediate danger of injury or worse

Immediate feedback

- Feedback directly to the person you have observed
- Reinforce POSITIVE behaviour by telling them what they did well
- Have an open and honest conversation with the observee

Do this by asking the right question in the right way

- Highlight what they have done correctly and present any issues as a question for them to answer:

- Q. Does everyone do it that way?
- Q. What is slow / inconvenient uncomfortable about doing that safely?
- Q. What is the worst thing that could happen with that approach?
- Q. How would that affect your spouse, children, partner, children, friends, colleagues?
- Q. What could be done to address the issue highlighted?

Date	What was observed?
What went well?	
What didn't go well? - Please report all issues as near misses	
What could be better?	
How can we improve?	